

# Accountant III

**Salary** - \$76,117.81 - \$126,862.32 Annually

**Location** - FAIRFAX (FH22), VA

**Job Type** - FT Salary W BN

**Job Number** - 23-03562

**Department** - Housing & Community Dev

**Opening Date** - 12/16/2023

**Closing Date** - 1/12/2024 11:59 PM Eastern

**Pay Grade** - S27

**Posting Type** - Open to General Public

**To apply:** <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4309657/accountant-iii?keywords=accountant&pagetype=jobOpportunitiesJobs>

## Job Announcement

The Fairfax County Department of Housing and Community Development works in partnership with the Redevelopment and Housing Authority to provide safe, affordable homes for the residents of Fairfax County; and assists the disabled and senior members of our community. Through our efforts nearly 20,000 people live in stable environments, including teachers, first responders and nurses who serve our county every day. Through our outreach, non-profit partners are able to join in this effort and provide necessary care for people with special needs. With our assistance many people are able to purchase their first home. Join our team to create safe, stable, inclusive, quality affordable homes in our community. Make a difference - come and work for us!

This position is responsible for the accounting, budgeting, reporting, audit coordination and financial oversight of the operations of limited partnership properties of the Fairfax County Redevelopment and Housing Authority (FCRHA) and is responsible for program and grant reporting of the Office to Prevent and End Homelessness Division (OPEH).

- Oversees financial review of partnerships operations, third party investor reporting, federal and state grant requirements, and compliance with Fairfax County's Department of Finance policies and procedures; monitors and conducts monthly financial reviews, completes compliance checks, interprets complex financial statement results to both internal and external customers, management, and auditors.
- Performs extensive complex financial analysis of balance sheet accounts, operating income accounts and cash flow accounts to ensure compliance with audit requirement and accounting regulations noting impacts of changes to variables.
- Produces financial statements and analyzes accounts using a trial balance and performs necessary variance analysis.
- Prepares financial information in accordance with Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), Virginia Housing Development Authority (VHDA) and U.S. Department of Housing and Urban Development (HUD) standards and guidelines.
- Provides accounting and auditing coordination serving as the lead liaison between the Financial Management Division, Asset Management Division and Partnership properties.
- Reviews and analyzes monthly financial reports from the third-party management companies (TPMs) and submits them to management and prepares quarterly financial reports to limited partner investors.

- Coordinates financial audits with external auditors for all component units of the FCRHA and review all PBC, client schedules and supplementary statements for the auditors.
- Keeps abreast of GASB, GAAP, VHDA agreements and policies; conveys impacts to management and into the financial reports and accounting practices. Writes all formal responses to the auditors for questions and concerns.
- Conducts ongoing self-audits of partnership entities and oversees performance, actual revenues and expenditures, produces models for projections and tracks performance.
- Accountant III must have an in-depth understanding of the operations of the partnerships and assists in ensuring that the Department of Housing and Community Development (DHCD) has a strong system of oversight of the fiscal and regulatory operations. In addition, prepares projections for long-term capital needs and financing strategies that reflect DHCD's mission and financial goals.
- Develops and administers the properties annual budget; forecasts funds; monitors expenses; and implements adjustments.
- Manages the monitoring of loan documents for each property project.
- Works as a liaison and coordinates with other divisions to include Asset Management, Property Management, Real Estate Finance, Grants and Finance Divisions, Department of Finance, Department of Management and Budget, third party management companies, and external auditors.
- Monitors Low Income Housing Tax Credit (LIHTC), Community Development Block Grant (CDBG) funds, Housing Opportunities Made Equal (HOME) funds and other federal program funds and compliance with limited partnership agreement requirements and other regulatory and financing requirements to make projections.
- Works with the public, FCRHA investors, partners, lenders and funders, county departments, internal divisions, community work groups and/or citizen organizations and related groups, third party managers and staff as required.

Working for Fairfax County Government offers a culture of well-being that empowers, educates, and engages employees and promotes a holistic approach to physical, mental, emotional, social, spiritual, and financial wellness. Watch these videos to learn more –

- [Click here to watch a video on Working for Fairfax County Government](#)
- [Click here to watch a video on benefits offered by Fairfax County Government](#)

For more information on the Fairfax County Department of Housing and Community Development, [click here](#).

You also can view here the Fairfax County Redevelopment and Housing Authority Fiscal Year 2022 Annual Report which represents a high-level overview of many of the substantial developments we have undertaken and the impact of our work within the community and in the lives of the residents who have been served through these efforts.

The Department of Housing and Community Development is committed to the One Fairfax Policy by intentionally considering equity when making policies, delivering programs and services, considering diverse ideas and perspectives, and communicating with transparency in the decision-making processes. [Click here to learn more about the One Fairfax policy.](#)

### **Illustrative Duties**

*(The illustrative duties listed in this specification are representative of the class but are not an all-inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)*

- Serves as a lead consultant and coordinates training opportunities for county departments on accounting and financial reporting matters;

- Participates in development and implementation of countywide policies and procedures pertaining to accounting and financial reporting;
- Coordinates programs with countywide impact (i.e., Integrated Customer Assistance Compliance program, Internal Controls program); Participates in the management and oversight of countywide policies and procedures.

### **Required Knowledge Skills and Abilities**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all-inclusive list.)*

- Considerable knowledge of the principles, methods, and practices of governmental accounting and fiscal management, and the ability to apply them to complex governmental accounting systems;
- Considerable knowledge of federal, state and county procedures, policies, regulations and legislation impacting the maintenance of county financial records and reports;
- Knowledge of electronic financial data processing systems;
- Ability to plan, direct, and supervise the activities of professional accountants engaged in complex accounting work;
- Ability to prepare and/or coordinate the preparation of comprehensive, complex accounting reports and records;
- Ability to develop and implement sound accounting policies and procedures.

### **Employment Standards**

#### **MINIMUM QUALIFICATIONS:**

[Any combination of education, experience, and training equivalent to the following:](#)

(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for “Any combination, experience, and training equivalent to”)

Graduation from an accredited four-year college or university with a bachelor's degree in accounting; or a bachelor's degree in business administration or related field that has been supplemented by at least 24 credit hours of intermediate level accounting or higher; plus four years of increasingly responsible accounting experience including two years' experience with automated accounting systems. CPA certification or a master's degree in an appropriate field may be substituted for one year of required experience.

#### **CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

#### **NECESSARY SPECIAL REQUIREMENTS:**

The appointee to this position will be required to complete a criminal background check to the satisfaction of the employer.

#### **PREFERRED QUALIFICATIONS:**

- Active CPA license with at least five years of professional level experience in the field of accounting/finance.
- Ability to prepare financial statements to include Statement of Net Assets, Balance Sheet, Income Statement, Statement of Cash Flow, and related notes to the financial statements.
- Progressive financial experience with a solid budget and financial management background, with knowledge of governmental accounting, and financial statement preparation and financial and program analysis.
- Strong written, oral communication and analytic skills are critical.
- Advanced knowledge of enterprise resource planning system, specifically SAP and Excel.

- Proven ability to develop and perform complex financial reports and analysis, including detailed projections and financial scenarios addressing all funding complexities using available tracking systems.
- Highly proficient at systems, producing customized reports, and data manipulation to create management reports.
- Demonstrates initiative to research, understand, and resolve complex issues.
- Ability to form collaborative partnerships across intra-departmental divisions and with external stakeholders to work towards a common goal.

**PHYSICAL REQUIREMENTS:**

Work is generally sedentary in nature; however, incumbent is required to frequently move about to perform office work such as accessing files, attending meetings, making presentations, operating general office equipment, and performing other essential job duties; may be required to move items up to approximately 15 pounds in weight. Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. All duties performed with or without reasonable accommodations.

**SELECTION PROCEDURE:**

Panel interview; may include exercise.

The population of Fairfax County is very diverse where 39.8% of residents speak a language other than English at home ([Spanish, Asian/Pacific Islander, Indo-European, and others](#)) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

**Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. [DHREmployment@fairfaxcounty.gov](mailto:DHREmployment@fairfaxcounty.gov). EEO/AA/TTY.