

Financial Specialist II

Salary - \$66,103.86 - \$110,173.86 Annually

Location - FAIRFAX (FH22), VA

Job Type - FT Salary W BN

Job Number - 24-00835

Department - Housing & Community Dev

Opening Date - 03/30/2024

Closing Date - 4/19/2024 11:59 PM Eastern

Pay Grade - S24

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4443647/financial-specialist-ii?keywords=financial%20spec&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. And 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 functional areas of fund management, grant tracking, landlord tracking and tenant issues. Responsible for monitoring and reporting on assigned county HCD/FCRHA funds according to General Accepted Accounting Principles (GAAP), government accounting standards boards (GASB) and U.S. Department of Housing and Urban Development (HUD) standards.

Specific duties include:

- Prepares monthly pay packages.
- Due to the agency's recent designation as a Moving to Work (MTW) housing authority by HUD, assists with the preparation of complex financial and program analysis of several federal housing programs, including Housing Choice Voucher (HCV). This analysis is dictated by HUD requirements and the agency's annual MTW plan.
- Assists with annual budget, 3rd quarter review, carryover review and serves as a backup for monthly Voucher Management System reporting required by HUD.

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 2023 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.

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 six credit hours of basic accounting principles and concepts; plus two years of professional-level finance or business administration experience. A master's degree in a related field or CPA may substitute for one year of experience.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

PREFERRED QUALIFICATIONS:

- Active CPA license with two 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.
- 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; experience working with SAP or a similar automated accounting/financial system.
- Outstanding customer service skills with the ability to establish and maintain effective working relationships.
- Demonstrates initiative to research, understand, and resolve complex issues.
- Ability to plan and implement activities in order to ensure effective and efficient utilization of resources.
- Ability to form collaborative partnerships across intra-departmental divisions and with external stakeholders to work towards a common goal.
- Committed to development of staff.
- Strong written, oral communication and analytic skills are critical.
- Advanced knowledge of Excel.

- Demonstrated experience supervising and managing a team of professional level staff members.
- Team leadership skills and experience in working with the public, is preferred.

NECESSARY SPECIAL REQUIREMENTS:

The appointee to the position must satisfactorily complete a criminal background check.

PHYSICAL REQUIREMENTS:

Job is generally sedentary in nature, however, job entails walking, standing, sitting, climbing stairs, reaching and bending; uses hands to grasp, handle, or feel. Visual acuity is required to read data on a computer monitor. Incumbent must be able to operate keyboard driven equipment and computer. Employee may be required to lift up to 15 pounds. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview and may include a practical exercise.

The population of Fairfax County is very diverse where 38.7% 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 EEO/AA/TTY.