

Administrative Assistant IV

Salary - \$47,663.82 - \$79,439.78 Annually

Location - FAIRFAX (FH22), VA

Job Type - FT Hourly W BN

Job Number - 24-00839

Department - Housing & Community Dev

Opening Date - 03/30/2024

Closing Date - 4/12/2024 11:59 PM Eastern

Pay Grade - S17

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4442457/administrative-assistant-iv?keywords=administrative%20assistant%20iv&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 applies knowledge of basic accounting principles to perform general financial duties such as fiscal administration of bank reconciliation data, preparation of journal entries, deposits, wire preparation, and fund reconciliation reporting. Provides support to the Housing Finance Team. Specific duties include:

- Provides administrative duties to include deposit of checks received into remote deposit bank account and record receipts into County system supporting all ten housing funds; posting of daily receipt and reconciliation of periodic data.
- Coordinates the preparation and distribution of monthly reconciliation packages for the Finance Division and preparation and journal entry analysis.
- Reconciles daily and monthly bank data and prepares correctional entries for posting supporting the Accountant II.
- Responsible for coordinating the budget review process with financial staff and the other divisions.
- Serves as the Finance Division coordinator for office supplies, assists with file requirements for audits (Housing and Urban Development/external/internal) and basic administrative duties as assigned.

Notes:

- The assigned functional areas for this position include general administration, office management, finance, and/or accounting.

- Multiple positions may be filled from this announcement.

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")

Any combination of education, experience and training equivalent to high school graduation and three years of experience providing administrative support in the assigned functional area(s).

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:

- Associates degree in accounting, business, or related fields.
- At least three (3) years of experience providing administrative support in accounts payable, general ledger accounting, accounts receivable, or financial management.
- Experience using Microsoft Office Suite applications (i.e., Excel and Word).
- Demonstrated experience working with financial modules of enterprise resource planning (ERP) systems and database.
- Ability to work in a high-volume, fast-paced office environment.
- Self-motivated and able to work both independently and within a team setting.
- Must have demonstrated strong communications and customer service experience.

PHYSICAL REQUIREMENTS:

Ability to read information on a computer monitor; effectively communicate; operate keyboard-driven equipment and computer. 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. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview and may include 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.