

# Financial Specialist II

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

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

**Job Type** - FT Salary W BN

**Job Number** - 24-01517

**Department** - Housing & Community Dev

**Opening Date** - 06/15/2024

**Closing Date** - 7/12/2024 11:59 PM Eastern

**Pay Grade** - S24

**Posting Type** - Open to General Public

**To Apply:** <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4539991/financial-specialist-ii?keywords=Financial%20Specialist%20II&pagetype=jobOpportunitiesJobs>

## Job Announcement

Make a difference – join our team to empower communities and build futures!

The Fairfax County Department of Housing and Community Development (HCD) works in partnership with the Redevelopment and Housing Authority to serve the people of Fairfax County by creating housing opportunities to promote inclusive and thriving communities. Help make our vision of a community everyone can afford to all home a reality!

Under general supervision, this position is responsible for various functional areas: including grant management, fund management, cash management, and Housing Choice Voucher (HCV) package preparation and analysis. This role requires a thorough understanding of General Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) and U.S. Department of Housing and Urban Development (HUD) standards, and the need to apply these above rules and regulations to daily tasks. Due to the agency's designation as a Moving to Work (MTW) public housing authority by HUD, this position will be required to assist with the preparation of complex financial and program analysis of several federal housing programs, including Housing Choice Voucher (HCV), Economic Development Initiative (EDI) grants, and other assigned programs. Analyses are dictated by HUD requirements and the agency's annual MTW plan. Additionally, the position serves as a backup role for monthly Voucher Management System reporting required by HUD. This role requires knowledge and ability to prepare reports in the agency's enterprise system; ensure compliance with County and grantor policies; interact extensively with internal and external customers including the Fairfax Department of Finance, Rental Housing Assistance, and Information Technology.

Read about Fairfax County Department of Housing and Community Development, click [here](#). And review [here](#) the Fairfax County Redevelopment and Housing Authority Fiscal Year 2023 annual report.

We are 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.

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.

## 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.

### **NECESSARY SPECIAL REQUIREMENTS:**

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

### **PREFERRED QUALIFICATIONS:**

- Two or more years of experience in the following:
  - working with financial statement preparation;
  - auditing, accounting, and/or budgeting;
  - developing budgets and/or working with funds management; and
  - working with SAP or a similar automated accounting/financial system.
- At least two years of experience supervising and managing a team of professional-level staff members.
- Three to five years of progressive 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.
- Ability to interpret and monitor federal and state funding requirements and compile related reporting.
- 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.

#### **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 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](mailto:DHREmployment@fairfaxcounty.gov). EEO/AA/TTY.