

Fairfax County Government

Financial Specialist IV

Salary - \$87,024.91 - \$145,041.94 Annually

Location - FAIRFAX (FH22), VA

Job Type - FT Salary W BN

Job Number - 25-02152

Department - Housing & Community Dev

Opening Date - 12/06/2025

Closing Date - 12/26/2025 11:59 PM Eastern

Pay Grade - S29

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/5157051/financial-specialist-iv?keywords=finan&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 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 call home a reality!

Works within the Central Services Division of the Department of Housing and Community Development (DHCD) and for the Fairfax County Redevelopment and Housing Authority (FCRHA). This position is a key financial leader in financial accounting and reporting requirements across DHCD funds and has the responsibility for planning, training, and management of staff overseeing funds across the department. The financial oversight encompasses review of accounting requirements, review and compliance with Department of Finance requirements and county accounting policies and procedures, and review and implementation of GASB requirements across the funds necessary for proper financial reporting. Serves as lead oversight of accounting operations across DHCD funds and fund accounting. Coordinates grant compliance across the funds for both federal and state funds received and the Single Audit Report (SEFA) for the department. Position coordinates and oversees annual financial statement development, and ensures financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), Virginia Housing and Development Authority (VHDA) and U.S. Department of Housing and Urban Development (HUD) standards and guidelines.

This position has oversight responsibility of monitoring, reporting, and reconciliation of all major funds of

DHCD and reviewing and managing the work of assigned accountants. In coordination with asset management, this position also provides oversight and reviews the monthly financial statements of third-party managed properties. Serves as a liaison and interfaces with the program management team of HCD to ensure accuracy of funding requests and transactions. Provides ongoing financial status reports to include monthly financial statements for programs/funds. Formulates accounting policies and procedures and assures implementation throughout the department by keeping abreast of changes within the county and externally for GASB and GAAP interpreting implications.

Coordinates the implements policy and procedures for accounting across all DHCD funds by formulating, maintaining and/or updating following the promulgation of laws and regulations by federal, state and the county. Administers fund oversight for reconciliation requirements (this includes reconciling bank statements, and cash held by fiscal agency vs. FOCUS.) Monitors and assures all legal requirements for the fund are properly administered. Coordinates year-end closing and year end schedules for the department. Provides management strategic advice and support on financial matters of the department, supports audit activities to include preparation of the financial statements required for consolidation; prepares and presents to the FCRHA board items as needed. Oversees audit PBC needs for funds across DHCD. Position oversees fund development of statements of net position, statement of revenues and expenses and changes in net position, management discussion and analysis, footnote disclosures, supplemental schedules for the FCRHA consolidated financial statement and individual project financial statements, and Annual Comprehensive Financial Report (ACFR) note disclosures and supplementary information. Position monitors dual systems (Yardi, FOCUS) and contractor systems providing uploads/downloads and banking interfaces to the Housing Authority. Assists with the FDS, a financial statement submission to HUD where internal financials must be manipulated and converted to a HUD format for annual filing for preliminary statements and final audited financial statements. Must understand HUD policies and keep abreast of requirements and changes.

Read about Fairfax County Department of Housing and Community Development, click here. Review the Fairfax County Redevelopment and Housing Authority Fiscal Year 2024 annual report [here](#).

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.

Fairfax County Government offers a thriving career and workplace culture. 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.

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.)

Prepares or oversees the preparation of large, complex agency budget;
Oversees a group of financial staff performing complex work;
Assists the Fiscal Manager with development and annual compilation of the annual, quarterly, and carryover budgets;
Directs all budgeting, purchasing, and payment activities for a specialized area of grants management, accounts payable/accounts receivable, or financial operation;
Assists in the development and implementation of fiscal management and accounting procedures for the agency;
Maintains financial policies and procedures and has direct oversight of audits;
Coordinates and oversees audit processes;
Prepares grant proposals and reports;
Ensures compliance with all applicable Federal, State and County regulations 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.)

Extensive knowledge of the principles, methods, and practices of governmental budgeting and financial management;
Thorough knowledge of intergovernmental financial management, grant management and contract management;
Ability to plan and implement activities to ensure effective and efficient utilization of resources.

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 either a bachelor's degree in accounting, business administration, public administration, public policy or related field; plus, four years of professional-level experience in finance, business administration, budgeting, or contract management, a master's degree in a related field or CPA may substitute for 1 year of experience.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

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

This position is emergency/essential services personnel. (Required to report for duty during inclement weather and/or other emergencies.)

PREFERRED QUALIFICATIONS:

- CPA and a master's degree in accounting and a bachelor's degree in accounting.
- Experience working on financial statement development for complex fund accounting and preparing required schedules for auditor review.
- Progressive financial experience with a solid budget and financial management background, a working knowledge of governmental accounting, financial statement preparation and audit procedures.
- Experience with application of accounting standards to include GAAP and GASB pronouncements and guide accounting operations and transactions.
- Ability to perform audits of operations and prepare reports to senior management and the FCRHA Board. Broad experience with financial analysis and financial reporting review. Understanding of federal/state/and county policies and procedures for grants and budgetary financial filing requirements.
- Strong leadership and management skills. Ability to implement change and foster a high performing organization.
- Working knowledge and practical experience with large ERP systems and subledger applications, Microsoft Office, and using tools to create financial statements of multiple funding sources and uses.
- Excellent communication skills both verbal and written and attention to detail.
- Ability to present and prepare formal information to the FCRHA Board.

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 and may include a practical exercise.

Fairfax County is home to a highly diverse population, with a significant number of residents speaking languages other than English at home (including [Spanish](#), [Asian/Pacific Islander](#), [Indo-European](#), and [many others](#).) We encourage candidates who are bilingual in English and another language to apply for 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. TTY 703-222-7314. DHREmployment@fairfaxcounty.gov EEO/AA/TTY.