

Accountant II

Salary

\$68,774.37 - \$114,625.06 Annually

Location

FAIRFAX (EJ32), VA

Job Type

FT Salary W BN

Job Number

25-02219

Department

Housing & Community Dev

Opening Date

12/20/2025

Closing Date

1/9/2026 11:59 PM Eastern

Pay Grade

S24

Posting Type

Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/5171991/accountant-ii?keywords=accountant&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!

This position provides essential accounting support to the Department of Housing and Community Development (HCD). The Accountant II performs professional accounting work including reconciliation, journal entries, financial tracking, and reporting across multiple funds and program areas, ensuring accuracy, compliance, and timely financial processing.

Key Responsibilities Include:

- Performs monthly reconciliation, expenditure reviews, variance research, and financial analyses for assigned funds; verifies GL coding and prepares routine financial reports.
- Tracks and processes financial activity related to grants, contracts, and leases; maintains accurate worksheets and supporting documentation.
- Prepares billing, maintains accounts receivable records, and processes revenue-related entries and invoices.
- Prepares monthly and quarterly journal entries and maintains supporting schedules.
- Completes monthly bank reconciliation and resolves discrepancies.
- Supports various funds and program accounting activities, including tracking budgets, reviewing transactions, and maintaining proper documentation.
- Assists with monthly and annual reporting, year-end close-out tasks, audit schedules, and preparation of required documentation.

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.

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.)

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 18 credit hours of intermediate level accounting or higher; plus two years of professional accounting experience, including one year of experience working with automated accounting systems. CPA certification, or a master's degree in an appropriate field, may be substituted for one year of required experience.

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:

- Three to five years of progressive experience in accounting or finance, preferably in a governmental or public-sector environment.
- Experience preparing or supporting financial statements, including Statement of Net Position, Statement of Revenues, Expenses, and Changes in Net Position, Statement of Cash Flows, and related notes in accordance with GAAP and GASB.
- Ability to interpret and apply federal, state, and local financial requirements and compile related reporting.
- Proficient at financial systems, producing customized reports, and data manipulation to create management reports; experience working with SAP or a similar automated accounting/financial ERP system.
- Demonstrated ability to perform financial analysis, develop projections, and support operating and capital budget monitoring.
- Demonstrates initiative and the ability to research, understand, and resolve accounting issues.
- Ability to build effective working relationships across teams and communicate financial information clearly to both financial and non-financial staff.
- Strong organizational skills, with the ability to plan and manage work to ensure accurate and timely completion of assignments.
- Advanced proficiency in Excel, with experience using functions such as pivot tables, lookups, and data validation; proficiency in Word and PowerPoint.

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. Ability to communicate with others. 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.