

Fairfax County Government

Financial Specialist I

Salary - \$60,894.29 - \$106,565.06 Annually

Location - HERRITY BUILDING (B-2), 12055 GOVERNMENT CENTER PKWY, FAIRFAX (EJ26), VA

Job Type - FT Hourly W BN

Job Number - 26-01227

Department - Park Authority

Opening Date - 08/08/2026

Closing Date - 8/21/2026 11:59 PM Eastern

Pay Grade - S21

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/5435200/financial-specialist-i?keywords=financial&pagetype=jobOpportunitiesJobs>

Job Announcement

Join the Park Authority and our nationally recognized team of professionals! This position works as a part of one of the most highly regarded park systems in the country. With more than 25,000 acres of parkland, nine Recenters, eight golf courses, three lakefront parks, and more, FCPA is an exciting organization to be a part of and there are many opportunities for staff to make a difference at every level.

Under the supervision of Financial Specialist II, this position plays a vital role in ensuring the timely and accurate processing of vendor purchase order (PO) and Non-PO invoices for payments in FOCUS in accordance with county financial policies, procedures, and PTB 12-1009. Reviews invoices for accuracy, verifying coding, and ensure required documentation and approvals are in place. Researches and resolves discrepancies related to invoices, purchase orders, and vendor statements in coordination with internal and external staff. Communicates with site and program staff to confirm goods and services received. Prepares and maintains accurate financial records and supporting documentation for audit and reporting purposes. Assists with monthly and year-end close activities, including accruals and reconciliations.

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 financial statements and reports and reviews for accuracy;
- Oversees the processing of budget, procurement, and/or payment documents;

- Analyzes cost, revenue and operating expenses;
- Maintains special revenue/account funds;
- Develops, prepares, and justifies the budget for a small agency or assists with budget development for a large agency.

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.)

- Knowledge of accounting theories, bookkeeping, public budgeting, and grant administration;
- General knowledge of laws ordinances and regulations governing municipal finance;
- Ability to interpret automated financial reports and financial policies and procedures;
- Ability to analyze revenue and expenses and make projections;
- Ability to complete budget documents in accordance with the Department of Management and Budget.

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 6 credit hours of basic accounting principles and concepts.

BRIDGE CLASS EMPLOYMENT STANDARDS:

Four years of increasingly complex technical administrative experience in the assigned functional area, comparable to experience at the Administrative Assistant IV, or higher, level. This class can serve as a bridge class enabling individuals who do not meet the educational or professional experience standards listed above to qualify for this class by possessing four years of increasingly complex technical administrative experience in the assigned functional area, comparable to experience at the Administrative Assistant IV, or higher, level.

The purpose of this bridge class is to promote upward mobility within the Fairfax County workforce. However, persons qualifying for this class on the basis of their technical experience may not substitute this technical experience for education, or for professional experience, in order to qualify for other employment opportunities.

CERTIFICATES AND LICENSES REQUIRED:

Driver's license (required)

NECESSARY SPECIAL REQUIREMENTS:

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

PREFERRED QUALIFICATIONS:

- Bachelor's degree in accounting, finance, or related field.
- Experience with government accounting or local government financial systems.
- Experience with vendor management and invoice reconciliation
- Advanced proficiency using MS Office Suite applications.

PHYSICAL REQUIREMENTS:

Dexterity to operate personal computer and climb ladders, stoop, etc. Ability to lift 50 pounds to 80 pounds with assistance. All duties may be performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview; may include 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.