

Financial Specialist III

Salary - \$69,407.31 - \$115,678.37 Annually

Location - FAIRFAX (EJ27), VA

Job Type - FT Salary W BN

Department - Family Services

Job Number - 22-01088

Closing - 4/29/2022 11:59 PM Eastern

Pay Grade - S27

Posting Type - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/3501132/financial-specialist-iii?keywords=financial%20spec&pagetype=jobOpportunitiesJobs>

Job Announcement

Works as the financial accounting manager for the Accounts Payable (AP)/Accounts Receivable (AR) Unit. Serves the county in a dynamic, team-based environment supporting the values and human service mission of the Department of Family Services. Manages the Department of Family Services (DFS) AP/AR Unit of approximately 11 staff responsible for DFS accounts payable, accounts receivable and procurement activities. Ensures proper training, accounting compliance, reconciliations, and timeliness of processing. Monitors and reports based on Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), federal, state, and local policies and procedures. Oversees and ensures accuracy and timeliness in the agency's monthly reporting to the state, via the state LASER system. The position is a key collaborator with the Department of Finance (DOF), the Department of Procurement and Materials Management, (DPMM), and other DFS financial management units to ensure compliance in accounts payable, receivable, and procurement policies and procedures.

Partnering with the DFS Financial Compliance Manager, ensures all related agency policies and procedures are properly written and documented and ensures that policy changes are addressed in a timely manner. Regularly attends and actively participates in unit information sharing meetings as well as program-wide and county-wide meetings to address problems, policy changes, new agency and county initiatives, etc. It interprets county, state and federal policies and regulations, and ensures that DFS staff follow established procedures governing accounts payable (AP), accounts receivable (AR), procurement, and related reporting requirements. It receives and responds in writing and verbally to daily questions from DFS program staff, county staff, clients, vendors and others regarding requests for policy information and procedure guidance on receipts, disbursements and procurement.

Works collaboratively with procurement lead to ensure timely processing of purchasing requests and establishment of purchase orders (PO); ensures that payments are made in a timely manner, prompt payment discounts are taken, and unauthorized procurement activity is addressed. It reviews and authorizes financial

documents relating to accounts receivable, and non-PO accounts payable. It monitors posted expenditures and revenues of the agency's general fund, grant fund, gift fund, and special welfare fund to ensure that revenues and expenditures are accurately reflected in the appropriate fund and appropriate program/fiscal year. It works collaboratively with DFS, county and Virginia Department of Social Services staff to identify financial considerations to ensure they expenditures are properly identified and addressed for proper accounting treatment. Directs and monitors agency reconciliation activities, on a monthly basis, and submits the monthly certification to the DFS Financial Compliance Manager in accordance with established DOF Accounting Technical Bulletin agency reconciliation requirements. It coordinates year-end activities related to the processing of AP, AR, and procurement expenditure accruals. The position provides documentation in response to audits and ensures the proper retention of financial documents to meet federal, state and local regulations.

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.)

Participates in the formulation and documentation of agency fiscal policies and procedures;
Oversees the maintenance of numerous fund/subfund accounts;
Reviews long range revenue and expenditures estimates to ensure availability of funds;
Prepares or oversees the preparation of large agency budget;
Researches budget, finance and procurement requirements, analyzes impact on current operations and recommends means of implementation.

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.)

Considerable knowledge of the principles, methods, and practices of governmental budgeting and fiscal management and the ability to apply them to complex governmental systems;
Considerable knowledge of federal, state and county policies, procedures, regulations and legislation impacting the maintenance of financial records;
Ability to effectively supervise and coordinate the activities of staff;
Ability to develop and implement fiscal policies and procedures.

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 four 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.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

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

This position is considered essential personnel and will be required to report to work during times designated countywide as approved for unscheduled leave regardless of the emergency situation (i.e., weather, transportation, other disaster).

All newly hired employees are required to be fully vaccinated against COVID-19 (two weeks after the last required dose) as a condition of employment or obtain approval of a medical or religious exemption prior to their start date. Proof of an exemption or vaccination status will be required during the pre-employment onboarding process. New employees who obtain an exemption from the vaccine mandate for medical or sincerely held religious beliefs may be subject to a weekly testing requirement. Vaccinated employees and employees with a medical or religious exemption will complete the attestation online on their first day of employment or shortly thereafter.

PREFERRED QUALIFICATIONS:

- Master's degree in public administration, finance, accounting or a related field is preferred
- CPA, certification in governmental accounting, or certification in internal controls is preferred.
- Considerable knowledge of, and four years of experience, with accounts payable and receivable activities, financial document retention, procurement, and audit response
- Three years of supervisory experience
- Demonstrated ability to work collaboratively
- Strong verbal and written communication skills to resolve vendor and client questions on billing and invoicing, and to communicate policy and procedural guidance to County program staff.
- Considerable experience with Microsoft Office Suite, including high level of proficiency with Microsoft Excel to organize, analyze, pivot, and manipulate data.
- Experience with the County's FOCUS system (or Oracle, and/or similar Enterprise Resource Management System) for financial management and processing (or similar Enterprise Resource Management System (Oracle).

PHYSICAL REQUIREMENTS:

Job is generally sedentary in nature, however, visual acuity is required to read data on computer monitor and read financial documents. Incumbent must be able to use PC, printers, calculator, and telephone. Visual acuity is required to read data on a computer monitor. Ability to communicate with others verbally and in writing. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interview and may include a practical exercise.

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. EEO/AA/TTY.