

# Fairfax County Government

## 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** - 22-01783

**Closing** - 7/1/2022 11:59 PM Eastern

**Pay Grade** - S27

**Posting Type** - Open to General Public

**To apply:** <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/3594985/financial-specialist-iii?keywords=financial%20specialist&pagetype=jobOpportunitiesJobs>

### Job Announcement

The Financial Specialist III Team Supervisor in the Budget Unit serves the county in a dynamic, team-based environment supporting the values and human service mission of the Department of Family Services.

Oversees one or more complex budget areas. Provides supervision, professional development and performance of a small team of professional-level budget staff, directing the team in the development and preparation of budgets, grants, audit response, invoicing, reporting, reconciliation, and accounts management. Manages grants and General Fund budgets, ensuring compliance with applicable state, federal, and local requirements, regulations, and financial policies. Monitors expenditures, revenues and balances for assigned budgets. Directs the preparation of grant and other invoices, analytical reports, and multiple components of state and federal applications for funding. Establishes and maintains supportive partnerships with program staff in planning the utilization of the agency's financial resources. Other responsibilities include project coordination, preparing and making presentations to County program managers, DFS leadership, contract partners, and the Department of Management and Budget.

**Effective July 2, 2022, compensation plans will be increased by 4.01% (market rate adjustment).**

### 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, accounting, finance or a related field.
- Prior financial experience within local or state government.
- Two years of supervisory experience.
- Considerable knowledge of, and five years of experience with governmental budgeting, forecasting, revenue analysis, grants management, invoicing, financial auditing, quantitative analysis, and managing multiple funding streams.
- Demonstrated ability to work collaboratively.
- Experience working with one or several human service agencies or human services non-profit organizations. Demonstrated ability to work with and review details, and ability to effectively synthesize information for appropriate audiences.

- Considerable experience Microsoft Office Suite, including high level of proficiency with Microsoft Excel to analyze and manipulate data. Experience with SAP (or Oracle or similar Enterprise Resource Management System).

**PHYSICAL REQUIREMENTS:**

This position requires use of a computer. The work is generally sedentary and is usually performed in an office environment. The employee is required to attend occasional daytime and/or evening meetings off-site and occasionally to make presentations. 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.