



## Fauquier County Government – Administrative/ Accounting Manager

Fauquier-Warrenton Airport is looking for an Administrative/Accounting Manager to join our team. This position is vital to day-to-day operations of the Airport.

### Preferred qualifications:

- Have familiarity with the Federal Aviation Administration and Virginia Department of Aviation,
- Grant management and funding streams as they relate to both capital and maintenance projects
- Experience with financial systems, including but not limited to QuickBooks
- Tyler MUNIS experience

### Comprehensive Benefits package includes:

- Medical, dental vision, and prescription coverage at very competitive rates
- Up to 14 paid holidays annually, sick leave, annual leave, and personal days
- Virginia Retirement System pension plan & a life insurance policy 2X annual salary
- 457(b) Individual retirement plan
- Access our Employee Wellness center which is free for all permanent employees & dependents

### Apply today:

Submit your cover letter, resume, and application online at:

<https://fauquiercountyva.munisselfservice.com/ess/employmentopportunities/>