

Accounting Operations Supervisor (Financial Specialist III)

Salary - \$69,407.31 - \$115,678.37 Annually
Location - FAIRFAX (EJ32), VA
Job Type - FT Salary W BN
Department - DPWES Solid Waste Management
Job Number - 22-01347
Closing - 5/20/2022 11:59 PM Eastern
Pay Grade - S27
Posting Type - Open to General Public

To apply:

<https://www.governmentjobs.com/careers/fairfaxcounty/jobs/3538616/accounting-operations-supervisor-financial-specialist-iii?keywords=accounting&pagetype=jobOpportunitiesJobs>

Job Announcement

Manages and leads the SWMP Accounts Payable (AP), Accounts Receivable (AR), and Procurement Department. Plans, directs and supervises the work of professional and para-professional fiscal staff responsible for day-to-day accounting operations to include procurement, accounts payable, and revenue and accounts receivable collections and related system oversight. Holds staff accountable for professional standards and the accurate and timely performance of work. Responsible for thorough review and subsequent authorization of all transactions posted to the SAP accounting system to ensure proper application of generally accepted accounting principles and Fairfax County Fiscal and Procurement Policies. Examines agency business process and formulates agency fiscal policies and procedures to ensure compliance with county fiscal and procurement rules. Assesses competency levels of all agency staff on fiscal and procurement policies and processes and conducts or arranges the necessary training. Works collaboratively with senior agency management to develop the annual budget. Using SAP and SWMP's internal subsystem for tracking revenues and costs at a detailed level, develops fiscal reports using report writing software and establishes metrics/performance measures on agency's operational results. Coordinates audits with County Internal Audit, External Independent Auditors, County Board Auditor and any federal or state compliance auditor. Works under general supervision of the Chief of Accounting and Administration.

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.

NECESSARY SPECIAL REQUIREMENTS:

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

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:

CPA Certification and Degree with a major in accounting. 7 years of professional experience in governmental accounting in enterprise business operations. 7 years of experience effectively supervising and coordinating the activities of professional accountants and clerical support staff in a full charge accounting office. 5 years of experience in procurement of goods and services under the Virginia Public Procurement Act guidelines. 5 years of experience in budgetary development and analysis. 2 years of experience in administration of an accounting system or subsystem. Proven ability to make fiscal decisions based upon accounting principles and organizational policy. Excellent verbal and written communication skills to resolve vendor and customer inquiries related to invoicing and billing matters and communicating policy and procedural guidance to county program staff. Advanced proficiency skills to include FOCUS, Datawarehouse, and Microsoft Excel to download, organize, analyze, and manipulate data from multiple reports to present statistical/cost analysis to managers and program staff for business decision making.

PHYSICAL REQUIREMENTS:

Ability to stand, stoop, bend, stretch, walk, climb, sit, kneel, crouch, reach, crawl, lift and handle materials with manual dexterity. Ability to lift up to 25 pounds. Ability to input, access, and retrieve information from a computer. Ability to perform repetitive hand, arm, wrist and shoulder movements. Work requires performing tasks in an environment in which raw waste is present. All duties performed with or without reasonable accommodations.

SELECTION PROCEDURE:

Panel interviews and may include exercises.

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.