

# Grants Financial Specialist (Financial Specialist II)

**Salary** - \$67,425.90 - \$112,377.41 Annually

**Location** - FAIRFAX (EJ03), VA

**Job Type** - FT Salary W BN

**Job Number** - 25-00313

**Department** - Transportation

**Opening Date** - 02/01/2025

**Closing Date** - 2/14/2025 11:59 PM Eastern

**Pay Grade** - S24

**Posting Type** - Open to General Public

To apply: <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/4805645/grants-financial-specialist-financial-specialist-ii?keywords=grants&pagetype=jobOpportunitiesJobs>

## Job Announcement

Are you a financial and grants management professional? Do you enjoy collaborating with others to improve business operations and deliver excellent customer service? Join the Fairfax County Department of Transportation (FCDOT) Administrative Services team and use your skills and experience to support transportation professionals who are committed to enhancing mobility, safety, and the quality of life for residents, businesses, and visitors in Fairfax County.

Our team is seeking a detail-oriented and customer-focused Grants Financial Specialist primarily responsible for financial and grants management duties associated with federally funded transportation capital projects. In a quickly evolving and fast-paced environment, this position will provide a rewarding experience for an individual interested and invested in providing excellent customer service, improving business operations, and promoting fiscal stewardship of public resources.

Responsibilities include:

- Providing subject matter expertise related primarily to federal grant regulations and management practices, including, but not limited to, Federal Uniform Guidance, Federal Highway Administration, and Federal Transit Administration cost principles and other administrative requirements;
- Collaborating with the department's senior administrative staff and others to develop policies and procedures to ensure strong internal controls and compliance over the obligation and expenditure of grant funding;
- Requesting creation of new grants, including preparing master data, budget loadings, and providing all required supporting documentation;
- Reviewing and approving requests to encumber funds and process payments to ensure compliance with local, state, and federal funding requirements;
- Monitoring grant and associated local funding accounts to ensure compliance with local, state, and federal funding requirements;
- Analyzing and interpreting financial data, preparing correcting accounting entries, as well as year-end accruals and deferrals, as necessary;
- Preparing monthly/quarterly grant financial reports and reimbursement requests, and collaborating with granting authorities to resolve issues, as necessary;
- Assisting project managers to address and resolve complex accounting issues;
- Performing final review and closeout of awards;

- Supervising professional-level staff, including reviewing deliverables, providing coaching and guidance, monitoring and evaluating performance, and supporting professional development;
- Providing related training and customer service; and
- Performing other duties, as assigned.

The position is expected to successfully resolve problems in a team-based environment, balance multiple priorities and tasks to meet established deadlines, and perform duties under limited supervision.

For more information about the Fairfax County Department of Transportation, please click [here](#).

## 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 either a bachelor's degree in accounting, business administration, public administration, public policy or related field; plus, two years of professional-level experience in finance, business administration, budgeting, or contract management, a master's degree in a related field or CPA may substitute for 1 year of experience.

### CERTIFICATES AND LICENSES REQUIRED:

Valid driver's license

### NECESSARY SPECIAL REQUIREMENTS:

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

### PREFERRED QUALIFICATIONS:

- Master's degree in accounting, finance, public or business administration.
- Considerable knowledge of, and three years of experience with, grants management, preferably related to transportation operating and capital funds, public procurement and financial management, including responsibility for any of the following functions:
  - Fiscal or accounting systems analysis;
  - Budget development, analysis, and administration;
  - Cost/benefit accounting and/or analysis;
  - Design and/or development of accounting control and reporting systems;
  - Financial auditing; or
  - Post-award grant management
- Considerable knowledge of and experience interpreting, applying, and ensuring compliance with federal cost principles, regulations and other administrative requirements, as well as Generally Accepted Accounting Principles.
- Considerable experience and a high level of proficiency using ERP systems, data warehouse, and Microsoft Office Suite computer software, particularly Excel.
- Strong analytical, organizational, time management, and project management skills.
- Strong written and oral communication skills, as well as experience presenting to senior managers.
- Ability to establish and maintain effective working relationships.
- Excellent customer service skills.
- Demonstrated success as a supervisor, including coaching and training.

**PHYSICAL REQUIREMENTS:**

Work is generally sedentary. However, employee may be required to do some walking, standing, bending, and carrying of items less than 25 pounds in weight. All duties performed with or without reasonable accommodations.

**SELECTION PROCEDURE:**

Panel interview and may include exercise.

The population of Fairfax County is very diverse where 38.7% of residents speak a language other than English at home ([Spanish, Asian/Pacific Islander, Indo-European, and others](#)) and we encourage candidates bilingual in English and a foreign language to apply to 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. Contact 703-324-4900 for assistance. TTY 703-222-7314. [DHREmployment@fairfaxcounty.gov](mailto:DHREmployment@fairfaxcounty.gov) EEO/AA/TTY.