

Part Time ANNOUNCEMENT:

Accounting Support Specialist

Fairfax City Economic Development Authority

Fairfax City Economic Development Authority (“EDA”): The EDA, in conjunction with the City Council, fosters and stimulates economic development and redevelopment within the City that provides a strong commercial tax base, sustainable local jobs, and resources for residents. The EDA and EDO also facilitates small business improvement and incubation, as well as promoting an active dialogue within the business community, all in partnership with area business and educational resources.

The EDA operates numerous programs within the City of Fairfax that promote business development along with strategic business attraction, retention, and place making programs to benefit the local economy. The EDA also owns property leased by a long term-tenant responsible for operating a restaurant in the city’s Old Town District. In addition to active programming, the EDA collaborates on a business incubator with George Mason University and maintains significant oversight and property management of the project.

Job Description: The EDA requires accounting support in order to guarantee accurate, robust, and transparent budgeting and money management. This position will work with the EDA commissioners appointed by the City Council on recommendation from the Director of Economic Development who is also the Executive Director of the EDA. The position will also provide support to the economic development team within City Government for reporting purposes to the public and City Council and will be required to periodically attend the monthly meeting of the EDA (generally the first Wednesday of the month at 6:00pm) and any essential budgeting meetings. Applicant should plan on making themselves available for this meeting unless otherwise directed by the Director/ Executive Director or his/her designee.

This position will report to the Executive Director and Assistant Director, the Chair, and the Treasurer.

Primary expectations include:

- Bookkeeping
 - Perform all financial and business record keeping (electronic and hard copy when necessary).
 - Manage and maintain the EDA’s QuickBooks account.
 - Prepare the monthly reconciliation of all bank accounts including transactions by all vendors.
 - Maintain supporting documentation to monitor and detail all transactions as required by state and federal laws.
- Financial Reporting
 - Prepare a monthly budget summary and budget detail reporting on all accounts and funds.
 - Prepare any other reports or statements as requested by the Treasurer, Commissioners, or Economic Development staff.
- Tax Reporting
 - Manage all required tax filings; transmit any necessary documentation to vendors, contractors, and city agencies.
- Budgeting
 - Provide assistance to the EDA with preparation of an annual budget.
 - Input adopted budget into accounting software.
- Other Services
 - Update the financial system as needed to improve performance and to accommodate changing requirements.

- Provide input into documentation of administrative procedures as they relate to financial system management.
- As appropriate, train EDA staff to operate the financial management tools.
- Oversee the online payment platform, Stripe for Fairfax City Restaurant Week.
- Provide assistance to ED staff in the development of any policy or procedure that impacts the financial operation of the EDA and its governance.

Qualifications:

Candidates will possess a bachelor's degree from an accredited college or university and will have an accounting certification and licensure.

- Accounting/finance background with experience booking journal entries and reconciling general ledger accounts.
- Excellent knowledge of the general ledger and experience with a complex data structure.
- Government accounting experience preferred.
- Strong analytical and critical thinking skills.
- Skill in developing and maintaining documentation files, both manual and automated and reconciling financial documents.
- Highly motivated and detail oriented.
- Clear, concise, polished verbal and written communication skills.
- Ability to work collaboratively in a team environment but also comfortable taking initiative and working as a self-starter.

Requirements: Proficiency in QuickBooks and Microsoft Office (Outlook, Word, Excel, etc.)

Details:

- \$45/hr, **non-benefitted**
- Approximately 25 hours per week (part time)
- Schedule: Flexible schedule with in-office hours required (approximately two full work days) and potential evening meetings billed at the same rate as regular work hours.

To apply:

Email cover letter and resume to EDAINFO@FAIRFAXVA.GOV with the subject line: Economic Development Accounting Support.