

## Northern Shenandoah Valley Regional Commission

### POSITION DESCRIPTION

POSITION: Director of Finance & Administration CLASSIFICATION: Exempt/Salary - FLSA

REPORTS TO: Executive Director

The Director of Finance & Administration must demonstrate exceptional organizational skills. This position performs difficult and intermediate accounting activities and is responsible for all aspects of financial management of the full Commission and most programs administered by the Commission. This position is responsible for contract management in coordination with each of the program leads. Work involves setting policies and goals under the direction of the Executive Director. This position includes no formal supervisory role. However, functional operations require technical guidance and direction to be given to the Fiscal Officer and the Fiscal/Administrative Assistant positions.

#### RESPONSIBILITIES

*The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Administers the Commission accounting software system.
2. In coordination with the Executive Director, prepares annual budget of revenues, expenses, and employee hours.
3. Creates and prepares various reports.
4. Performs internal audit functions and assists an independent auditing firm with annual audits.
5. Assists other departments and managers regarding financial issues and questions.
6. Performs month-end and year-end close-out billings and revenue distribution.
7. Reconciles all bank accounts and investments monthly.
8. Prepares separate financial reports for various programs.
9. Presents financial statements and projections to the full Commission.
10. Oversees payroll and reviews timesheets.
11. Prepares payroll tax returns.
12. Performs benefits administration and reporting of all employee benefits.
13. Responsible for updating Personnel Policy and Standards of Operation Manual under the direction of the Executive Director.
14. Assists in program financial compliance audits.
15. Serves as fiscal agent of programs when requested.
16. Performs contractual financial management for member jurisdictions.
17. Responsible for all program draw-downs and accounts receivable.
18. Oversees Accounts Payable.
19. Prepares and/or reviews contracts.
20. Maintains Indirect Cost Rate compliance with the organization's cognizant agency.
21. Other duties as assigned.

## EDUCATION, TRAINING AND EXPERIENCE

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records; ability to prepare informative financial reports; ability to formulate long-range fiscal planning; ability to plan, organize, direct and evaluate work of subordinate employees; ability to establish and maintain effective working relationships with governmental officials and associates.

Due to the nuanced financial management systems of Virginia's planning district commissions, this position has no formal minimum education level requirement, so as to preserve the opportunity for individuals with unique experience and aptitude. However, individuals without uniquely specific experience should hold a Bachelor's or Master's degree with coursework in finance, accounting, or a related field, and a minimum 5 years of experience in governmental accounting and reporting with significant formal training in accounting, business law, and human resources. Experience with the Grants Management System (GMS) financial accounting system is preferred.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Excellent analytical skills and attention to detail.
2. Ability to work with local, state and federal elected and appointed officials.
3. Excellent oral and written communication skills.
4. Excellent organizational and financial management skills.
5. Knowledge of the financial structures and operations of planning district commissions, local, and state government in Virginia.
6. Self-starter with results-oriented approach to projects.
7. Proficiency in Outlook, Excel, Word, Grants Management Systems software, Quickbooks, EFTPS, EDI, ACH generation, and online reporting experience in federal and state government websites.
8. Ability to maintain accurate and detailed records for compliance review audits.
9. Ability to write professional correspondence, policies, and manuals.
10. Ability to review and administer financial contracts.
11. Experience with Virginia Retirement System.

## SUPPLEMENTAL INFORMATION

### **Required physical activity:**

Requires moderate physical effort including but not limited to speaking, keyboarding, listening, writing, lifting up to 25 pounds, operating a motor vehicle, sitting, and stooping. Work is primarily conducted indoors in a controlled climate, but may require outdoor work, traveling to and from meetings.

NSVRC is a regional planning organization that is dedicated to supporting the successful development of our local and regional community. We strive to create a setting for innovative thinking and proactive problem-solving. It's a place where employees can

apply their skills to address a variety of community challenges and participate in various projects. NSVRC values diversity in skill, perspective, and professional expertise, and promotes collaboration across program areas and among stakeholders in the community. NSVRC functions in a hybrid work environment, as job proficiency, productivity, and duties allow. NSVRC is an Equal Opportunity Employer.