

Director of Finance & Administration

Northern Shenandoah Valley Regional Commission (NSVRC)

Salary: Minimum starting salary of \$85,000, commensurate with experience (DOE)

Classification: Full-Time, Exempt

Work Environment: Hybrid (remote/in-office flexibility as job duties and proficiency allow)

Website: <https://www.nsvregion.org>

Position Overview

The Northern Shenandoah Valley Regional Commission (NSVRC) is seeking a highly skilled and detail-oriented Director of Finance & Administration to oversee the financial management and administrative operations of the Commission and its programs. Reporting to the Executive Director, this position plays a key role in ensuring fiscal integrity, regulatory compliance, and long-range financial planning.

Key Responsibilities

- Administer the Commission's accounting and financial systems
- Prepare annual budgets, financial statements, projections, and program reports
- Perform month-end and year-end closeouts, reconciliations, and revenue distributions
- Oversee payroll, benefits administration, payroll tax filings, and accounts payable
- Manage grant and program financial compliance, audits, and drawdowns
- Serve as fiscal agent for programs and member jurisdictions, as requested
- Maintain indirect cost rate compliance and support contract development and review
- Present financial information to the full Commission

Qualifications

Strong knowledge of governmental accounting, budgeting, and financial reporting; experience managing complex financial systems and compliance requirements; excellent analytical, organizational, and communication skills; proficiency with financial and grants management systems and Microsoft Office. Knowledge of Virginia governmental finance is preferred.

There is no formal minimum education requirement; however, candidates without uniquely specific experience should possess a Bachelor's or Master's degree in a related field and at least five (5) years of governmental accounting experience. Experience with Grants Management Systems and the Virginia Retirement System is preferred.

Application Process

This position is open until filled, with initial review beginning January 16. Submit a letter of interest and resume to Brandon Davis at bdavis@nsvregion.org.

NSVRC is an Equal Opportunity Employer.