

Director of Administration

The Accomack-Northampton Planning District Commission is accepting applications for a full-time Director of Administration. A detailed description is available at www.a-npdc.org/director-of-administration-job-opening

The essential function of the position is to provide financial management of federal and state programs, ensure appropriate procedures and proper accounting are always maintained in accordance with the adopted financial procedures manual, and federal and state audit requirements. The Director will also lead a team of administrative assistants and a grant accountant and is expected to ensure a consistent and effective supporting role to other members of the staff and good public relations to funders, members of the public and other individuals who come into contact with the public office. The successful candidate will have excellent reconciliation, excellent analytical skills and impeccable mathematics skills. Our financial funders do not support a one-size-fits-all approach and the successful candidate will need to have a good attitude toward the various ways in which payables need to be requested.

The hiring range is \$42,000 - \$52,000 plus benefits depending on qualifications.

Minimum qualifications: Bachelor's Degree in Finance, Accounting or related field or comparable education and work experience in lieu of degree, 7+ years' financial management experience, Excellent computer skills, Strong knowledge of project-based accounting software, Impeccable mathematics, reconciliation and analytical skills required, Able to meet tight deadlines and work evenings as needed, Staff management experience desired.

Send cover letter and detailed resume to Administration Job, PO Box 417, Accomac, Virginia 23301 or to emeil@a-npdc.org