



**Northern Shenandoah Valley Regional Commission -- Front Royal, VA
Fiscal and Administrative Assistant**

The Northern Shenandoah Valley Regional Commission (NSVRC) is seeking a uniquely skilled, self-motivated, reliable, and enthusiastic candidate to serve as NSVRC's Fiscal and Administrative Assistant.

The successful applicant will have strong capabilities in bookkeeping and accounting, as well as administrative support functions and a proficiency in Microsoft Office. Although we strive to offer a flexible work environment, this position, in particular, will require punctual attendance and a consistent presence in the physical office.

The successful applicant will often serve as the first point of contact for the organization. Therefore, he or she must have the ability to tactfully and effectively communicate, as well as the ability to maintain effective and cordial working relationships with other agency staff members, auditors, clients, representatives of federal, state, and regional agencies, local elected and appointed officials, the media, and the general public.

A High School Diploma is required, but the preferred candidate may possess an Associate's Degree in accounting, bookkeeping, or another field. However, demonstrated relevant professional success may supplant any preference for formal academic training.

Please submit a resume and letter of interest to Brandon Davis, Executive Director -- 400E Kendrick Lane, Front Royal, VA 22630 or bdavis@NSVRegion.org.

Position will remain open until filled. Priority review of resumes will begin on November 22nd, 2019.

Starting salary is \$35,000 annually, with an excellent comprehensive benefits package including heavily subsidized high-quality health insurance coverage, and participation in the Virginia Retirement System. The Position is available immediately upon identification of the successful candidate.

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 is an Equal Opportunity Employer.

For a complete job description, please visit our website at www.NSVregion.org or contact (540) 636-8800 or bdavis@NSVregion.org.