



**FULL CHARGE BOOKKEEPER,
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION**

Job Summary/Scope:

The Thomas Jefferson Planning District Commission (TJPDC) seeks an experienced part-time full charge bookkeeper to join our innovative 11-member team. The TJPDC is a regional planning agency that offers a broad range of planning services in the areas of land-use, community development, environmental, transportation, housing, and economic development, as well as legislative services. The TJPDC serves the member governments within the Planning District, to include, the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson. Successful applicants will hold the values of professionalism, integrity, accountability, and transparency and will manage the financial operations of the agency, under the direction of the Executive Director.

This part-time position is responsible for overseeing the fiscal functions of the TJPDC in accordance with Generally Accepted Accounting Principles (GAAP) issued by the Governmental Accounting Standards Board, the Securities and Exchange Commission, and the US Office of Management and Budget. The full charge bookkeeper serves as an advisor to the Executive Director and leadership team in forming and monitoring the agency's annual budget, grants, and contracts and is a key member of the leadership staff responsible for managing, controlling, interpreting, and communicating the fiscal operations of the agency to the Executive Director and the Commission. The full charge bookkeeper manages the agency's computerized accounting system, payroll processes, and human resource functions.

The candidate's essential functions include:

- **Budget Development and Management:** Assists the Executive Director in budget development, revisions, and monitoring of monthly results. Enters budget into the accounting software.
- **General Accounting and Supervision:** Manages and maintains the General Ledger and the accounts receivable, accounts payable, and general bookkeeping and accounting functions of the agency. Monitors internal accounting controls. Prepares monthly bank reconciliations on all agency bank accounts and all work papers.
- **Financial Reporting:** Responsible for preparation of all required monthly, quarterly, and annual financial reports. Provides additional information to the Executive Director from accounting software as needed.
- **Invoicing:** Responsible for the oversight of the preparation, submission, and receipt of payments for agency invoices for all programs.
- **Audit Coordination Support:** Supports the annual external audit team.
- **Annual Cognizant Agency Review:** Supports the Executive Director, Leadership Team, and/or external financial team's preparation and submission of the annual Response Form and Comprehensive Annual Financial Report (CAFR) to the agency's cognizant agent. Additionally, supports the preparation and submission of the annual Indirect Cost Allocation Plan (ICAP) to the agency's cognizant agent for review.
- **Grants Management:** Supports grants management, to include recording transactions, monitoring compliance, entry of grants into the General Ledger software and submission for reimbursement.
- **Benefits Accounting:** Enters information for employee benefits plans to include health, dental, life, disability, retirement, and worker's compensation plans. Manages onboarding process of new employees in regards to payroll and benefits.

Required Knowledge, Skills and Abilities:

- High school diploma with either a Certified Bookkeeper certification from a recognized organization, such as the American Institute of Professional Bookkeepers or the National Association of Certified Public Bookkeepers, or at least 5+ years of experience required.



- Associates or Bachelor's degree in Accounting, Business Administration, Finance, (or related field) and 5+ years of experience preferred.
- Experience in mid- to senior-level accounting position. Experience in governmental accounting and grants helpful.
- Experience with QuickBooks Pro and payroll software required. Proficient computer skills, including database management and proficiency with the Microsoft Office Suite required.
- Excellent communication and problem-solving skills. Ability to maintain positive relationships with team members, grantors, and external financial consultants.
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- Adherence to high ethical standards, including the provision of sound financial information to the Executive Director, Leadership Team, Commission, and TJPDC staff.
- Attention to detail, including ensuring high accounting standards and quality reporting of financial performance of the agency.
- Experience with Human Resources highly desired.
- Experience in a local or regional government environment preferred.

Working Environment/Physical Requirements: Majority of work is performed on-site in an office setting with a controlled environment. Seldom needs to lift more than 10-20 pounds. Vacation and other leave scheduling shall be requested of and approved by the appropriate supervisor.

Compensation: The Full Charge Bookkeeper position may be either a regular part-time employee (Part-Time Exempt with no benefits, 20-29 hours/week, starting salary range \$32,500 – \$56,000, depending on hours/week, qualifications, and experience) or full-time employee (Full-Time Exempt with full benefits, 30-40 hours/week, starting salary range \$39,500 - \$67,500, depending on hours/week, qualifications, and experience).

To apply: To view complete posting and apply online, visit our website at www.tjpd.org/apply. Posting is open for application until filled. Resume, cover letter, salary history, and completed job application are required for consideration. Applications may be submitted online or downloaded from www.tjpd.org/apply and sent or emailed to the Thomas Jefferson Planning District Commission, 401 East Water Street, Charlottesville, VA 22902, info@tjpd.org. No phone calls please.

An Equal Opportunity Employer