

Finance Director
Central Shenandoah Planning District Commission

Central Shenandoah Planning District Commission (“CSPDC”) seeks an experienced Finance Director to join our 16-member planning and leadership team. CSPDC is a regional planning organization serving 5 counties, 5 cities and 11 towns in the heart of the Shenandoah Valley. CSPDC provides high-quality planning; public administration; grant management; fiscal management; project development and implementation; and technical assistance services to member jurisdictions. CSPDC also offers program support to state and federal agencies, as requested. Of Virginia’s 21 Planning District Commissions/Regional Councils, CSPDC is one of the largest and is the only PDC to encompass two Metropolitan Planning Organizations (MPOs). CSPDC’s region is also a designated Economic Development District (EDD) and certain localities are located in the Appalachian Region. CSPDC’s broad focus areas are Affordable Housing, Economic and Community Development, and Transportation Services. In addition, CSPDC operates a small-urban public transit system (BRITE) in the Staunton-Augusta-Waynesboro area through a turnkey contract with a transit service provider. CSPDC’s primary office is located in Staunton, Virginia. www.cspdc.org

This senior-level position reports to the Executive Director and is responsible for directing and supervising the fiscal operations of the organization:

- Develop and execute the \$14.5 million annual budget, which consists of grants, contracts, and operating funds.
- Manage the accounting system, general ledger, accounts receivable, accounts payable, and general bookkeeping functions in compliance with Generally Accepted Accounting Principles (GAAP) established by the Governmental Accounting Standards Board (GASB).
- Provide financial administration for grants and awards, including interpretation of award documents and compliance with terms of award.
- Manage preparation and submission of payment requests for all programs.
- Prepare and submit various federal, state, and other reports in a timely manner.
- Manage time-tracking and payroll processes, and certain human resource functions.
- Prepare, interpret, and communicate financial results to the Executive Director and the Commission through written reports and verbal presentations.
- Prepare information for and respond to requests from the third-party audit team during the annual audit.
- Prepare annual Indirect Cost Allocation Plan (ICAP), and reconciliations for various government agencies as required.
- Advise the executive team and staff in developing individual program budgets, and applying for and monitoring grants and awards.
- Supervise Fiscal Technician and related staff.

Required Knowledge, Skills and Abilities:

- A bachelor’s degree or higher in accounting, business administration, or related field.

- Experience in a senior-level accounting position with knowledge of governmental fund accounting.
- Familiarity with grants and modified accrual accounting methods highly desired.
- Experience with QuickBooks Pro or other accounting software.
- Proficient computer skills, including Microsoft Excel and Word.
- Excellent communication skills, problem solving skills and ability to interpret complex technical regulations.
- Supervisory experience and experience with Human Resource functions highly desired.
- Strong sense of duty and adherence to high ethical standards.

Starting salary range of \$65,000-\$80,000 depending on qualifications and experience. Position offers comprehensive benefits package. Majority of work is performed on-site in an office setting; a limited hybrid schedule is available when warranted. Position may require ability to lift 10-20 pounds.

For consideration submit a cover letter, resume, and references to Executive Director, Central Shenandoah Planning District Commission, 112 MacTanly Place, Staunton, VA 24401 or email to rita@cspdc.org. Applications are reviewed in the order received. Position is open until filled.

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