



**DIRECTOR OF FINANCE,
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION**

Job Summary/Scope:

The Thomas Jefferson Planning District Commission (TJPDC) seeks an experienced part-time or full-time Director of Finance to join our 15-member innovative planning and leadership team. The TJPDC is a regional planning agency that offers a broad range of planning services in the areas of land-use, community development, environment, 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. The successful applicant will hold the values of professionalism, integrity, accountability, and transparency and will direct the financial operations of the agency, under the direction of the Executive Director.

This part-time or full-time senior level position is responsible for directing 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 director serves as a strategic 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 supervising, controlling, interpreting, and communicating the fiscal operations of the agency to the Executive Director and the Commission. The Director of Finance 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. Provides additional information to the Executive Director from accounting software as needed.
- **Financial Reporting:** Responsible for preparation of all required monthly, quarterly, and annual financial reports.
- **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 by preparing the governmental financial statements and performing variance analysis.
- **Annual Cognizant Agency Review:** Prepares and submits the annual Response Form and Comprehensive Annual Financial Report (CAFR) to the agency's cognizant agent. Prepares and submits the annual Indirect Cost Allocation Plan (ICAP) to the agency's cognizant agent for review.
- **Grants Management:** Responsible for grants management including grant contract review, recording of transactions, monitoring compliance, entry of grants into the General Ledger software and submission for reimbursement.
- **Contract Compliance:** Responsible for ensuring compliance with contract requirements. Communicates with agency staff regarding contract requirements and compliance.
- **Procurement:** Serves as an advisor on all contract negotiations and manages the procurement process.
- **Expense and Operations Analysis:** Makes recommendations to the Executive Director concerning employee fringe benefits package and other insurance renewals.
- **Benefits Administration:** Administers employee benefits plans to include health, dental, life, disability, retirement, and worker's compensation plans. Assists the Executive Director in all aspects of personnel administration. Manages onboarding process of new employees in regards to payroll and benefits.



Required Knowledge, Skills, and Abilities:

- Bachelor's degree or higher from an accredited four-year college or university in Accounting, Business Administration, Finance, or related field and 5+ years of experience required.
- Experience in senior-level accounting position with foundation in governmental accounting required. Familiarity with grants and modified accrual accounting methods helpful.
- Experience with QuickBooks Pro or other accounting and payroll software required. Proficient computer skills, including database management and proficiency with the Microsoft Office Suite required.
- Excellent communication and problem-solving skills, and the ability to interpret complex technical regulations required. Ability to maintain positive working relationships with team members, grantors, and external financial consultants.
- Adherence to high ethical standards, including the provision of sound financial guidance 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 administration 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 Director of Finance position is a regular part-time employee (Part-Time Exempt with no benefits, 20-29 hours/week), starting salary range \$45,000-\$65,000, depending on hours/week, qualifications, and experience, or a full-time employee (Full-Time Exempt with benefits, 40 hours/week), starting salary range \$65,000 to \$85,000, 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, 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