



Grant Accounting Manager – Starting Salary: \$75,000 - \$85,000 DOE/DOQ

The Hampton Roads Planning District Commission (HRPDC) is seeking a candidate for the position of Grant Accounting Manager to provide technical accounting, budget and other administrative support for program managers. Responsibilities include monitoring, analyzing and maintaining financial transactions for a wide variety of programs; tracking revenues and expenditures; and preparing required internal and external financial reports. The successful candidate must possess strong interpersonal and communication skills and be able to assist Finance Department staff with additional duties that may be assigned. Regular attendance and punctuality are an essential requirement of this position. Qualified applicants must be eligible to work in the U.S. without employer sponsorship.

For more information on this position, including education, experience, knowledge, skills, abilities and benefits, please visit the [HRPDC website](#).

To apply: Interested candidates should submit a letter of interest and resume to Kelli Arledge, Deputy Executive Director, Hampton Roads Planning District Commission, 723 Woodlake Drive, Chesapeake, Virginia 23320, or via email at karledge@hrpdcva.gov. Applicants should be prepared to provide transcripts and professional references, if requested. EOE

Closing date: Open until filled; resumes reviewed on an ongoing basis