



## **DIRECTOR OF FINANCE & HUMAN RESOURCES**

The Southside Planning District Commission is seeking applications from highly qualified candidates to serve as the next Director of Finance and Human Resources. The ideal candidate is a detail-oriented professional with experience in performing financial tasks and administering personnel policies.

The Director of Finance & Human Resources performs complex financial management and technical work including, but not limited to:

- Assisting the Executive Director with the preparation of the annual budget, management plan and annual report.
- Maintenance of day-to-day accounting records.
- Preparation of monthly financial statements.
- Various governmental reporting.
- Payroll and tax reports.
- Benefit Reporting.

Minimum qualifications for the position include a bachelor's degree from an accredited college or university with major course work in accounting, finance, or a related field with two years of responsible office experience involving maintenance of financial and personnel records which exhibit the required knowledge, skills, and abilities. Proficiency in Microsoft Office and QuickBooks is a must.

The salary for the position is negotiable depending on the candidate's experience and qualifications. The Commission offers an excellent and competitive benefits package. A complete list of administrative, personnel and financial work tasks are listed on the Virginia Employment Commission's website where applicants will apply, which is [www.vawc.virginia.gov](http://www.vawc.virginia.gov). The Job Order Number is: 3379305. This position will remain open until filled.

***The Southside Planning District Commission is an Equal Opportunity Employer.***