

## Director of Finance & Administration

### Northern Shenandoah Valley Regional Commission (NSVRC)

**Salary:** Minimum starting salary of \$85,000, commensurate with experience (DOE)

**Classification:** Full-Time, Exempt

**Work Environment:** Hybrid (remote/in-office flexibility as job duties and proficiency allow)

**Website:** <https://www.nsvregion.org>

### Position Overview

The Northern Shenandoah Valley Regional Commission (NSVRC) is seeking a highly skilled and detail-oriented Director of Finance & Administration to oversee the financial management and administrative operations of the Commission and its programs. Reporting to the Executive Director, this position plays a key role in ensuring fiscal integrity, regulatory compliance, and long-range financial planning.

### Key Responsibilities

- Administer the Commission's accounting and financial systems
- Prepare annual budgets, financial statements, projections, and program reports
- Perform month-end and year-end closeouts, reconciliations, and revenue distributions
- Oversee payroll, benefits administration, payroll tax filings, and accounts payable
- Manage grant and program financial compliance, audits, and drawdowns
- Serve as fiscal agent for programs and member jurisdictions, as requested
- Maintain indirect cost rate compliance and support contract development and review
- Present financial information to the full Commission

### Qualifications

Strong knowledge of governmental accounting, budgeting, and financial reporting; experience managing complex financial systems and compliance requirements; excellent analytical, organizational, and communication skills; proficiency with financial and grants management systems and Microsoft Office. Knowledge of Virginia governmental finance is preferred.

There is no formal minimum education requirement; however, candidates without uniquely specific experience should possess a Bachelor's or Master's degree in a related field and at least five (5) years of governmental accounting experience. Experience with Grants Management Systems and the Virginia Retirement System is preferred.

### Application Process

This position is open until filled, with initial review beginning January 16. Submit a letter of interest and resume to Brandon Davis at [bdavis@nsvregion.org](mailto:bdavis@nsvregion.org).

NSVRC is an Equal Opportunity Employer.