Job Opening: Finance Technician

The New River Valley Regional Commission, a planning agency that serves 13 local governments and three institutions of higher education, is seeking an experienced Finance Technician to prepare financial documents, maintain records, and produce routine reports that keep project finances on track. The successful Finance Technician will have a technical aptitude of principles and practices relating to accounting and be highly skilled in the use of computers and related software programs, and be able to work independently and self-start assignments.

Under the general supervision of the Finance Director, the Finance Technician performs various detailed, technical, record keeping, accounting and clerical support duties, requiring the application of principles and practices of accounting in a fast-paced teamwork environment. The Technician must have the ability and willingness to learn increasingly difficult and complex tasks while meeting established deadlines. The ideal applicant will have a working knowledge of accounting methods, terminology, principles, and procedures; strong verbal and written communication skills, including the ability to effectively support clients.

General accounting experience and background preferred; a minimum of 2-years of bookkeeping experience and familiarity with QuickBooks is required. Degree in Accounting or related degree is desirable; or any equivalent combination of experience and training which provides the required knowledge, skills and ability.

Apply for the Finance Technician Position

The position will remain open until filled.

New River Valley Regional Commission | nrvrc.org

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