



Job Opening - Chief Financial Officer (CFO)

Position open until filled

Title: Chief Financial Officer (CFO)

Agency: Middle Peninsula Planning District Commission

Location: Mattaponi, Va 23110

Reports To: Executive Director

Please email letter of interest and resume to LLawrence@mppdc.com

Position Overview

The Chief Financial Officer (CFO) is a key member of the executive leadership team and is responsible for managing the financial operations of the Middle Peninsula Planning District Commission (MPPDC), a political subdivision of the Commonwealth of Virginia. MPPDC operates under fund accounting principles and manages an annual budget of approximately \$10 million. The organization is supported by a team of eight full-time and part-time employees. The CFO ensures compliance and takes ownership of all financial reporting standards and regulations while overseeing budgeting, financial planning, grants management, payroll, and revolving loan programs. The ideal candidate will have deep expertise in governmental fund accounting, federal and state grant reimbursements, and hands-on experience using the GMS Accounting and Financial Management/Reporting System. MPPDC typically manages 25–50 active grants each year.

Key Responsibilities

Financial Management & Oversight

- Understand the fiduciary role of the position and oversee the management of all financial operations, including general accounting, payroll, cash flow management and fund reconciliation.
- Collaborate with the Executive Director and leadership team to develop and manage the agency's annual budget.
- Ensure timely and accurate financial reporting in compliance with GASB standards and applicable government regulations.

Grant & Program Reimbursement Management

- Administer accounting and reimbursement processes for all federal, state, and private grants.
- Ensure compliance with grant terms and deadlines for financial reports and reimbursement requests.
- Serve as the primary point of contact for grantors and auditors regarding financial matters.

GMS System Administration

- Act as the agency's subject matter expert for the GMS Accounting and Financial Management/Reporting System.
- Maximize the system's effectiveness for fund tracking, reporting, payroll processing, and internal controls.
- Train and support staff on GMS modules including accounts payable/receivable, payroll, grants, and loans.

Payroll & Retirement Administration

- Oversee all payroll operations, ensuring accuracy, tax compliance, and benefit administration.
- Coordinate with HR to maintain payroll schedules, employee classifications, and compensation records.
- Manage retirement plans, including the Virginia Retirement System and other Commission-authorized programs.

Loan Program Oversight

- Administer the agency's loan programs, ensuring proper disbursement, repayment tracking, and adherence to regulatory requirements.

Audit & Compliance

- Coordinate annual financial audits and respond to auditor inquiries and recommendations.
- Establish and maintain strong internal controls to protect agency assets and ensure compliance with all applicable laws and policies.

Required Qualifications

- Bachelor's degree in Accounting, Finance, Public Administration, or a related field (Master's degree or CPA preferred).
- Minimum of 5 years of progressive financial management experience, preferably in a government or nonprofit setting.
- In-depth knowledge of fund accounting and GASB standards.
- Hands-on experience with a government-funded accounting including payroll, fund management, and grants.
- Proven ability to manage complex grant reimbursements and payroll operations in a governmental context.
- Strong leadership, analytical, and communication skills.

Preferred Qualifications

- CPA or CGFM certification.
- GMS Accounting System experience preferred.
- Experience managing payroll in a public sector or nonprofit organization.
- Familiarity with public-sector revolving loan programs.

Work Environment

This is a professional office-based position with potential for hybrid or remote work. Occasional travel may be required for meetings, training, or conferences.

Compensation

We offer a competitive compensation package, with salary commensurate with experience and qualifications.



Lewis L Lawrence

Executive Director

Middle Peninsula Planning District Commission

P.O. Box 399

Shacklefords, VA 23156