

## **Accountant**

### **Company Description**

The Central Shenandoah Planning District Commission (CSPDC) provides planning services and technical assistance to its 21 member jurisdictions including comprehensive and land use planning, transportation and public transit, water and wastewater utilities, natural resource management, affordable housing, economic and community development, disaster mitigation and preparedness education, and environmental services. The CSPDC is committed to assisting its member jurisdictions with a variety of projects and programs that improve the economic vitality of the Region and the quality of life of its residents.

### **Role Description**

This is a full-time on-site role for an Accountant located in Staunton, VA. The Accountant will be responsible for day-to-day tasks related to financial recordkeeping, accounts payable and receivable, benefit accounting, payroll, cost allocation, and financial reporting. The Accountant will also assist with recording revenue, general ledger reconciliation, and internal auditing.

### **Qualifications**

- Bachelor's degree in accounting or the equivalent amount of training and experience required
- Experience in QuickBooks is strongly preferred
- Strong understanding of accounting principles and practices (GAAP and GASB)
- Experience with financial record keeping and bookkeeping
- Proficiency in spreadsheet software and financial management systems, QuickBooks experience preferred
- Excellent attention to detail and accuracy
- Strong analytical and problem-solving skills
- Ability to work independently and prioritize tasks
- Good communication and interpersonal skills

### **Benefits**

The CSPDC offers a competitive benefits package. Benefits include:

- Excellent medical, dental, and vision benefits; 97% of the premium paid by the organization
- 37.5 hour work week with occasional compensatory time
- Generous Paid-Time Off program
- Retirement plans, pre-tax and ROTH
- Disability insurance
- Life insurance paid by organization
- Professional growth and development opportunities

**Hiring Range:** \$44,000 to \$52,000, depending on education and/or experience.

The CSPDC is an equal opportunity employer that complies with EEOC rules and regulations.