



Director of Finance - PlanRVA

PlanRVA is actively seeking an experienced Director of Finance with a passion for providing accounting, analysis, reporting, and providing solutions that support regional cooperation in the areas of transportation and emergency management.

About PlanRVA

PlanRVA is a regional planning organization that is dedicated to supporting the successful development of our local and regional community. We strive to create a setting for innovative thinking and proactive problem-solving. We offer a place where employees can apply their skills to address a variety of community challenges and projects.

PlanRVA values diversity in skill, experience, perspective and professional expertise. We promote collaboration across program areas and among stakeholders in the community. We are an Equal Opportunity Employer.

As a political subdivision of the Commonwealth chartered under the Regional Cooperation Act, employees are public employees and subject to all applicable state and federal laws.

About the Position

- Responsible for grants management including contract review and approval, recording of transactions and submission for reimbursement. Prepare annual cost allocation plan.
- Assists the Executive Director in budget development, revisions and monitoring of monthly results.
- Responsible for ensuring compliance with contract requirements.
- Responsible for preparation of all required monthly, quarterly and annual financial reports and coordinates the annual external audit.
- Makes recommendations to the Executive Director concerning employee fringe benefit package and other insurance renewals.
- Administers employee benefit plans including health, dental, life, disability, retirement and worker's compensation plans. Assist Executive Director in all aspects of personnel administration.
- Monitors internal accounting controls and provide mentoring and supervision to bookkeeping function.
- Supports members of the Audit, Finance and Facilities Committee by preparing monthly financial reports and variance analysis.
- Serve as lead contact on all contract negotiations and manage procurement process.
- Travel within and outside the region is necessary to participate in meetings, conferences or other events. The position requires a high level of interaction and engagement with agency staff, local representatives, state and federal agencies and among peer organizations.



Expertise

- Applying sound accounting principles and best practices.
- Using strong technical skills to track and analyze grants provided to the agency. Provides financial guidance and to Executive Director, commissioners, and PlanRVA staff.
- Ensuring quality throughout the accounting processes and evaluating financial performance of grants and agency programs.
- Analyzing data and providing solutions for routine and complex assignments.

Education and Experience

- A Bachelor's degree in Accounting, Business Administration or related field with seven to ten years of progressively responsible experience in maintaining a computerized accounting system for multi-funded programs.
- Experience in use of spreadsheet and data base management software programs.
- Experience with QuickBooks accounting software.

Equal Employment Opportunity Policy

PlanRVA strives to cultivate and maintain an inclusive culture among its staff members. We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment that is free of discrimination and harassment. All employment decisions at PlanRVA are based on agency need, job requirements and individual qualifications, without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, disability, or any other status protected by the laws or regulations applicable in the Commonwealth of Virginia.

Apply by sending your resume to HR@PlanRVA.org No phone calls or third parties. This position will remain open until filled.