

Work in a great place!
Position Opportunity:
Finance Director



Annual Starting Salary: \$65,000-\$75,000

Central Virginia Planning District Commission
12th Floor, Bank of the James, Downtown Lynchburg

Who we are:

The Central Virginia Planning District Commission provides consulting, grants writing and management and planning services to Lynchburg and Amherst, Appomattox, Bedford and Campbell Counties. We've served these local governments for the past 51 years.

We are a team of 11 professionals in the downtown offices with staff also at the Career Center on Odd Fellows Road and 20 at the Livestock Road Landfill in Rustburg.



As a public planning agency, we have similar benefit package as local governments including, Virginia Retirement System, 12 holidays, vacation, sick leave, parking and some work from home flexibility.

We work with local governments to provide better, lower public cost services. We interact with state and federal agencies on behalf of our member localities.

PDC Annual report: [https://www.cvpdc.org/images/FY20 Annual Report.pdf](https://www.cvpdc.org/images/FY20%20Annual%20Report.pdf)

**CVPDC: Working for the Community through the region
and through our localities**

Role of the Finance Director:

Supervise a Financial Services Specialist who is responsible for the accounting for the Region 2000 Services Authority (\$1.2 million) and who performs the HR functions for the organization.

Manage the financial records, accounts receivable and accounts payable for:

- Central Virginia Planning District Commission - \$800,000
- Central Virginia Transportation Planning Organization - \$400,000
- Central Virginia Workforce Development Board - \$1.2 million
- Central Virginia Radio Board - \$1.1 million

Report to each of the Boards on financial and administrative matters.

Prepare budgets and revenue/expenditure forecasts

Skills/Knowledge/Abilities needed

Knowledge of government accounting and QuickBooks.

Ability to supervise, organize, and communicate orally and in writing

Ability to work as part of a team

Education and Experience

Bachelor's degree with major work in accounting or finance. Master's degree preferred.

Five (5) years' experience in public finance administration, including supervisory experience.

CPA Certification preferred. GFOA certification desirable

Physical Conditions and Work Environment

Work is normally done in a seated position. Regularly required to use fingers and hands to operate computers and other equipment and to gather, sort and process documents; regularly required to talk and hear. Occasionally required to stand, walk, stoop, kneel and crouch, and to lift or move objects up to 30 pounds. Requires close vision and ability to adjust focus.

How to apply

Send resume, cover letter and required CVPDC application via e-mail to hr@cvpdc.org or mail to CVPDC: Attn Human Resources, 828 Main Street, 12th Floor, Lynchburg, VA 24504. Details at <https://www.cvpdc.org/about/careers.html>

Position open until filled.