

**Finance Director**  
**Central Shenandoah Planning District Commission**

The Central Shenandoah Planning District Commission, a regional planning organization serving five counties, five cities and eleven towns in the heart of the Shenandoah Valley is seeking an experienced Finance Director. The CSPDC works with member jurisdictions, communities and agencies to provide high-quality planning, technical assistance, and facilitation of services that address local, regional and state needs in an innovative, timely and cooperative manner. Covering everything from land use planning, transportation, water and waste-water utilities, natural resource management, affordable housing, economic and community development, disaster mitigation and preparedness, agritourism to human services, the CSPDC is an invaluable asset to the quality of life in the Shenandoah Valley.

The position is responsible for a budget of \$3.8M in grants and operating funds including the budget and fiscal administration of the \$2.3M Federal Transit Program. This position reports to the Executive Director and is a key position which serves as an integral part of the management team working with all staff in the performance of the duties.

The position has responsibility for budgeting, accounting, and reporting duties as well as human resources and facility operation. Duties include budget development, management of a comprehensive computerized accounting system, payroll, financial reporting and auditing. The position works with the planning staff on grants and finance accountability and with the Commission Board in the ongoing fiscal responsibility of the agency.

A Bachelor's degree in accounting, business administration or related field is required. Experience in a senior level accounting position with a broad foundation in accounting, AR/AP, payroll, budgeting, financial reporting and auditing highly desired. QuickBooks Pro, and Microsoft Office Suite required. Excellent communication skills, problem solving skills and ability to interpret complex technical regulations required. Organizational and time management skills required. Experience working with grants and in Human Resources highly desired.

Position offers comprehensive benefits package and salary based on experience. For consideration submit a cover letter and resume to Executive Director, Central Shenandoah Planning District Commission, 112 MacTanly Place, Staunton, VA 24401 or email to [Bonnie@cspdc.org](mailto:Bonnie@cspdc.org). Position is open until filled. Review of resumes will begin August 30, 2019.

EOE