

**Job Title:** Accounting & Grants Specialist

**Organization:** Middle Peninsula Planning District Commission (MPPDC)

**Location:** Mattaponi, VA (Hybrid)

**Job Type:** Full-Time or Part-Time (Flexible Hours/Schedule Available)

## About Us:

The Middle Peninsula Planning District Commission (MPPDC) provides planning services and technical assistance to its nine member jurisdictions. Our work spans comprehensive and land use planning, rural transportation, coastal resource and water management, economic development, and disaster mitigation. We are committed to improving the economic vitality of the region and enhancing the quality of life for its residents.

## Position Overview:

MPPDC is seeking an **Accounting & Grants Specialist** to assist with financial recordkeeping, grant fiscal management, and reporting. This position reports to the CFO and plays a crucial role in ensuring accurate financial management for grant-funded projects and internal operations. The ideal candidate has a background in accounting, finance, or grant administration, with a strong attention to detail and the ability to work independently.

## Key Responsibilities:

- Assist in financial recordkeeping, including accounts payable and receivable, payroll processing, and general ledger reconciliation.
- Track and manage grant funds, ensuring compliance with financial reporting requirements.
- Support financial reporting processes, including budget tracking, cost allocations, and bank reconciliations.
- Prepare and submit grant reimbursement requests and financial reports to funders.
- Assist with internal audits, financial documentation, and compliance with GAAP and GASB standards.
- Maintain accurate financial data within accounting software and Microsoft 365 applications.
- Support benefits administration and loan financing operations as needed.

## Qualifications:

- Bachelor's degree in accounting, finance, or a related field; Associate degree with relevant coursework; or a combination of relevant equivalent training and experience.
- 1-3 years of experience in bookkeeping, accounting, or grant fiscal management preferred.
- Familiarity with accounting software (QuickBooks, MIP, or similar).
- Knowledge of government accounting principles (GASB) and GAAP preferred.
- Strong proficiency in Microsoft 365 (Excel, Word, Outlook, Teams).
- Excellent organizational skills and ability to manage multiple deadlines.
- Strong attention to detail and ability to work independently with minimal supervision.

## Why Join Us?

- Flexible work schedule (full-time or part-time options available).
- Competitive salary and benefits package for full-time employees. (\$50k +/- DOQ&E)
- Meaningful work that supports community and economic development in the region.

Interested candidates should submit a resume and cover letter with salary requirements to [jkaylor@mppdc.com](mailto:jkaylor@mppdc.com). This position will remain open until filled. The MPPDC is an EOE.