

**Finance Manager Position Available
Middle Peninsula Planning District Commission**

Organization Description

The Middle Peninsula Planning District Commission (MPPDC) provides planning services and technical assistance to its 9 member jurisdictions including comprehensive and land use planning, rural transportation planning, coastal resource and water management, wastewater utilities, natural resource management, affordable housing, economic and community development, disaster mitigation and preparedness education, and environmental services. The MPPDC 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.

The Role

We are looking for a Finance Manager with general bookkeeping/accounting experience. Experience in grant fiscal management and reporting experience strongly desired. This position will report to the CFO. The hours can be flexible for the right candidate, up to full time with full benefits. The office is located in Mattaponi, VA. The position will assist the CFO with day-to-day tasks related to financial recordkeeping, accounts payable and receivable, benefits administration, payroll, cost allocation, loan financing, and financial reporting. The position will also assist with recording revenue, general ledger reconciliation, bank reconciliation, and internal auditing.

What You Need to be Successful

Bachelor's degree in accounting or equivalent amount of training and experience required. Able to work independently with limited supervision. Experience with various accounting software packages required. Knowledge of GASB and an understanding of GAAP preferred. Proficiency in Microsoft 365 applications required.

Particulars

Salary TBD based on qualifications and relevant experience. The MPPDC is an equal opportunity employer that complies with EEOC rules and regulations

Ready to Apply?

Please submit letters of interest and resumes with salary requirements to jkaylor@mppdc.com. This position will remain open until filled.