



Director of Finance and Administration

Are you ready to leverage your financial expertise to make a meaningful impact? The Virginia Resources Authority (VRA) is seeking an experienced and driven professional to join our team. VRA collaborates with state agency partners to provide Virginia's local governments with innovative, cost-effective, and sustainable financial solutions for essential infrastructure projects.

As the **Director of Finance and Administration**, you will lead and oversee VRA's financial operations, encompassing accounting, financial reporting, budgeting, and administrative functions such as human resource management, contract management, procurement, information technology, and operational administration.

Key Responsibilities

- **Accounting & Financial Management**

- Lead the development of the Annual Comprehensive Financial Report and annual audit process, including programmatic Single Audit.
- Oversee all accounting operations, including payroll, supplier payments, check issuance, and risk management.
- Manage loan disbursements and repayments.
- Evaluate and strengthen internal controls, ensuring compliance with regulations and best practices.
- Implement and manage accounting policies, including GASB pronouncements affecting the Authority.

- **Budgeting & Cost Management**

- Direct the development and administration of the annual operating budget.
- Prepare revenue and expense projections.
- Manage the activity-based cost system and coordinate expense reimbursements with state-agency partners.

- **Administrative & Operational Oversight**

- Oversee human resources, including employment, performance management, and compliance.
- Manage procurement, purchasing, and contract activities.
- Direct technology assets and ensure robust IT systems.
- Serve as facilities manager and primary contact for property management.

- **Strategic Leadership**

- Present audits, budgets, and personnel updates to the VRA Board of Directors.
 - Lead special projects and develop strategic reports and analyses.
 - Drive innovative solutions to improve operational efficiency and service delivery.
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Qualifications

Education & Certification

- Bachelor's degree or higher in accounting or finance.
- CPA certification required.

Experience

- A minimum of ten years of progressively responsible finance-related experience, including at least three years in a supervisory or management role.
- Local or state government financial experience is preferred.

Knowledge & Skills

- Strong expertise in public administration, budgeting, and accounting principles.
 - Familiarity with public procurement laws and requirements.
 - Proven ability to develop and implement creative solutions for complex organizations.
 - Strong leadership and coaching skills to effectively manage teams.
 - Excellent written and verbal communication abilities.
 - Capacity to establish and maintain effective relationships with Board members, state-agency partners, external stakeholders, and the public.
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Compensation & Benefits

VRA offers a competitive benefits package, including:

- Participation in the Virginia Retirement System.
- Comprehensive medical insurance.
- Paid time off.
- Subsidized parking.
- Ongoing training opportunities.

The hiring range for this position is **\$135,000 to \$165,000**. Employment is contingent upon satisfactory background and reference checks.

How to Apply

Submit your cover letter and resume to jobs@virginiaresources.org.

VRA is an equal opportunity employer.