

NRV Regional Commission – Finance Technician

The New River Valley Regional Commission, a planning agency that serves 13 local governments and three institutions of higher education, is seeking an experienced Finance Technician to prepare financial documents, maintain records, and produce routine reports that keep Commission related project finances on track. The successful Finance Technician will have a technical aptitude of principles and practices relating to accounting and be highly skilled in the use of computers and related software programs, and be able to work independently and self-start assignments.

Under the general supervision of the Finance Director, the Finance Technician performs various detailed, technical, recordkeeping, accounting and clerical support duties, requiring the application of principles and practices of accounting in a fast-paced “teamwork” environment. The Technician must have the ability and willingness to learn increasingly difficult and complex tasks while meeting established deadlines. The ideal applicant will have a working knowledge of accounting methods, terminology, principles, and procedures; strong verbal and written communication skills, including the ability to effectively support clients.

General accounting experience and background preferred; a minimum of 2-years of bookkeeping experience and familiarity with QuickBooks is required. Degree in Accounting or related degree is desirable; or any equivalent combination of experience and training which provides the required knowledge, skills and ability. Hiring range is \$40,000 to \$55,000, DOQ; excellent benefits package including health insurance, paid vacation, holiday, and retirement.

All applicants must complete an Employment Application found on the Commission website and submit a cover letter and resume in pdf and/or interactive format. Materials should be emailed to Jessica Barrett, Finance Director, at jbarrett@nrvc.org or by mail to the New River Valley Regional Commission, 6580 Valley Center Drive, Suite 124, Radford, VA 24141. EOE. The position will remain open until filled. Full position advertisement and application for employment can be found at www.nrvc.org/employmentopportunities.



JOB DESCRIPTION: Finance Technician

General Statement of Duties

The Finance Technician position is characterized by a passion and knowledge of accounting systems and financial integrity. The Finance Technician demonstrates the ability to work independently in a fast-paced/multi-tasking environment and follows through on complex processes and assignments. Prepares financial documents, maintains records, and produces routine reports that keep project finances on track.

Essential Functions

- Accurate and timely processing and reporting of cash deposits and cash disbursements;
- Data entry, tracking data, preparing documents for approvals, and other technical work assigned by the Finance Director;
- Record financial transactions and complete the posting process in QuickBooks Online for multiple grants;
- Reconcile bank and credit card statements;
- Post journal entries;
- Assists in processing payroll and preparing quarterly payroll tax returns;
- Assists in preparing and submitting requests for reimbursement of Grant Funds;
- Assist in grant revisions and/or amendments with appropriate funding agency;
- Prepare other management reports as required;
- Proactive and timely response to grant recipients needs;
- Clerical support as required;
- Attends evening meetings;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Experience in researching and compiling financial information and preparing summaries and reports; using available technologies to enter, retrieve, and edit financial data. Proficient in QuickBooks and the Microsoft Office suite; poses a high degree of organization, accuracy, and attention to detail; self-motivated and able to work independently.

Physical effort, dexterity, visual acuity, hearing, and speaking

The physical exertion requirements of this job are classified as sedentary work. In general, lifting or carrying tasks are not in excess of 10 pounds. A certain amount of traversing is often necessary to carry out job duties. The job requires normal visual acuity, depth perception and field of vision. Individuals must be able to speak clearly in person and over the phone.

Education and Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with a BA/BS degree in accounting, business administration, or related field with a minimum of two years of relevant experience or an equivalent combination of training and experience.

Continuing Education

Dedication and willingness to continue education through attendance of conferences, participation in professional associations; and/or completion of courses, certificates, seminars, or distance learning modules is required.