



THE VOICE of BUSINESS

## The Virginia Chamber of Commerce

Ad Placement for Job Opening

Job Title: **Director of Finance & Administration**

The Virginia Chamber of Commerce seeks a highly motivated, detail-oriented Director of Finance and Administration. This individual will report directly to the Vice President of Finance and work closely with the President & CEO. The ideal candidate has experience in general accounting, human resources, administration and experience working with business associations and/or non-profits. The position is full-time and salaried.

Reasons you should join the Virginia Chamber:

- An organization working to improve the business climate of Virginia
- Competitive salary
- Competitive benefits package, including 401k match program
- Paid time off plus company paid holidays
- Opportunities for advancement
- Employer sensitive to the need of a work/life balance

Here's What You'll Be Doing:

### Finance

- Assist the Vice President of Finance with general accounting functions:
  - Accounts payable
  - General ledger account reconciliations, including membership and fixed assets
  - Accounting activities related to Virginia Chamber subsidiaries
  - Annual budget preparation

### Administration

- Management and administration of general human resources for the staff
- Information technology – working with our IT vendor to ensure the ongoing maintenance and updates of information systems and infrastructure, including hardware, software and applications
- Manage all vendor contracts and operations of office equipment, security, office supplies, postage machine, etc.
- General communications to office staff
- Oversee general office operations

Qualifications:

- Demonstrated experience in accounting, with previous experience overseeing human resources and office administration preferred
- Excellent communications, organizational and interpersonal skills
- Meticulous attention to detail

Requirements:

- Bachelor's degree or higher in Finance / Accounting
- Three or more (3+) years of accounting experience
- Proficient in using standard office equipment and Microsoft Office products
- Position is based in downtown Richmond, Virginia with a hybrid work schedule

Salary range is \$80,000-90,000 per year and will be based on experience.

Please email introductory letter, resume, and professional references to Donna Hale, Vice President of Operations and Human Resources or mail to the Virginia Chamber of Commerce, 919 East Main Street, Suite 900, Richmond, VA 23219 on or before June 6. No phone calls please.

The Virginia Chamber of Commerce is an equal opportunity employer.