



## **The Virginia Chamber of Commerce**

Ad Placement for Job Opening

Job Title: **Director of Finance**

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

### **Job Summary**

As the Director of Finance, you will be responsible for a variety of accounting and financial transactions including daily and month-end activities, account reconciliations, financial statements, account analysis and the preparation of journal entries. You will work to provide accurate, timely and reliable management reports, cash projections and budget data. This is a hands-on position where you will be immersed in the details of the day-to-day financial operation of the Virginia Chamber and its subsidiaries.

### **Essential Functions and Responsibilities**

- Responsible for the general accounting-related functions for the organization, including accounts receivable and billing, accounts payable, fixed assets, and accounting activities related to Virginia Chamber subsidiaries
- Prepares month-end financial statements to manage the monthly closing process, including general ledger account reconciliations
- Performs monthly, quarterly, and annual closing and financial reporting to ensure compliance with GAAP
- Responsible for cash flow management reporting
- Product and present monthly financial statements and reports directly to the President & CEO
- Collaborate with the President & CEO to create the annual operating budget and long-term financial plans to advance the strategic plans of the Chamber
- Communicates with vendors in various accounting matters
- Conducts all business in accordance with company policies and procedures

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### **Qualifications and Credentials**

- Bachelor's degree in finance or accounting
- Possession of a Certified Public Accountant (CPA) license is preferred but not required
- Background working for a membership association or non-profit environment is preferred
- Knowledge of GAAP and non-profit accounting principles
- 3-5 years of experience as a Full Charge Bookkeeper, Accountant or Controller preferred
- Ability to multi-task; must have exceptional organizational and prioritization skills to meet deadlines
- Proficient in all Microsoft Office Suite programs

### **Essential Skills**

- Detail oriented with a high level of accuracy
- Flexible, able to adapt to changing needs and shift priorities as needed
- Strong quantitative and analytical skills
- Strong organizational and time management skills
- Excellent communication and interpersonal skills with the ability to work independently and in a team environment
- Strong problem solving skills

### **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
- Hybrid work environment
- Employer sensitive to the need of a work/life balance

Salary range is \$90,000-\$110,000 per year and will be based on experience.

Please email introductory letter, resume, and professional references to Donna Hale, Manager 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 April 5th. No phone calls please.

The Virginia Chamber of Commerce is an equal opportunity employer. To learn more about the Virginia Chamber, please visit our website: [www.vachamber.com](http://www.vachamber.com)