



**Director of Fiscal and Operations
Henrico County
January 2023**

Come join a team that is making a difference in the lives of people with disabilities!

The disAbility Law Center of Virginia is seeking excellent candidates for the position of Director of Fiscal and Operations. The Director of Fiscal and Operations is dLCV's primary liaison with federal financial officers and systems. The Director will report to the Executive Director and, through the Executive Director, to the Governing Board.

The disAbility Law Center of Virginia is a private, statewide, non-profit organization funded primarily with stable federal grants. dLCV's mission is to advance independence, choice and self-determination; protect legal, human and civil rights; and eliminate abuse, neglect and discrimination for people with disabilities through zealous and uncompromising legal advocacy and representation. dLCV operates with an annual budget of approximately \$3.5 million.

The Director of Fiscal and Operations must have considerable knowledge of generally accepted accounting principles, federal grant management, contracting principles, and budget development. The Director will have the ability to understand and communicate complex fiscal and planning concepts, both verbally and in writing, and will have strong problem-solving experience.

The Director will be supported by a Deputy Director and a team with responsibilities for human resource management, financial operations, and basic office operations. The Director will supervise the Deputy Director in oversight of the team's daily activities, quarterly reviews, and annual performance evaluations, as well as professional development.

The Director is a member of dLCV's senior management team.

The Director must have a demonstrated commitment to social justice.

Specific Duties and Responsibilities:

- Develop and monitor annual budget
- Prepare and submit grant financial reports
- Supervise drawdown requests and adhere to federal cash management rules

- Oversee annual audit
- Supervise agency payroll duties, maintain payroll files and ensure prompt accurate payroll
- Review payments for compliance with established procedures
- Support and supervise agency human resource duties, including maintenance of employee files; recruiting; hiring; securing reasonable accommodations
- Negotiate and maintain employee benefit packages
- Create, analyze and interpret policies
- Ensure proper insurance coverages are maintained
- Staff the Finance and Audit committee and other committees of Governing Board as necessary
- Communicate financial recommendations to Executive Director and Board

Graduation from an accredited college or university with a degree in accounting or a related field, or a combination of extensive experience and education, is desired. Experience with human resource management is a plus. Experience working with people with disabilities and fluency in Spanish or sign language is a plus.

dLCV requires all staff to be vaccinated against the COVID-19 virus unless the staff has a valid medical or religious exemption. This position will also be required to apply for a national security clearance in support of several programs

The disAbility Law Center of Virginia is an equal opportunity employer. Persons with disabilities and minorities are especially encouraged to apply.

Salary for a candidate with minimal experience begins at \$67,000 and increases with experience. Generous benefits package includes a flexible work schedule, ability to work a mix of remote and in-office after a probationary period, paid time off, health insurance, short term and long term disability insurance. dLCV is using a 35-hour work week, on an experimental basis, through June, 2023. All senior management are encouraged not to exceed that work week.

The position is open until filled, but dLCV will begin reviewing applications on January 16, 2023. Please submit a resume and cover letter describing your qualifications and your salary expectations to:

dLCV
 Attn: Human Resources
 1512 Willow Lawn Dr. Ste 100
 Richmond, VA 23230
 or email to jobs@dlcv.org

dLCV is a private nonprofit 501 (c)(3) corporation, and is an equal opportunity employer. Minorities and persons with disabilities are encouraged to apply. For more information about us, visit our website at www.dlcv.org

Member of the National Disability Rights Network