

Director, Finance and Administration

The Susquehanna River Basin Commission (SRBC) is a federal-interstate agency overseeing the conservation, development, and management of the Susquehanna River Basin's water resources. As an interstate agency the SRBC operates independently, with oversight by Commissioners representing the States of New York and Maryland, the Commonwealth of Pennsylvania and the federal government represented by the Army Corps of Engineers. Information about the unique Mission of the SRBC can be found at the following link <https://www.srbc.gov/about/about-us/>.

The SRBC is seeking a Director, Finance and Administration. This position is the top level financial position of the SRBC with significant administrative duties. The position reports to the Executive Director, and serves as the Treasurer of the Commission, which is one of four Commission Officers. Oversight currently includes financial, administrative, human resources and information technology staff and activities.

The ideal candidate will have broad and proven experience managing multiple financial and administrative aspects of a government or non-profit organization, although private sector candidates will be considered. Specific experience sought includes but is not limited to:

- Financial management, including budgeting and financial reporting and forecasting. Coordination with independent auditors for preparation of the annual financial audit report.
- Development of new, innovative financial models as part of public/private partnerships.
- Contracts and grants administration, including preparation of proposals, review of agreements, and compliance with regulations, guidelines, and requirements.
- Cashflow management, including working with external parties to invest surplus or reserve funds to maximize returns while operating within the Commission's approved investment policy.
- Procurement of services, equipment and supplies, including development of requests for proposals and review of proposals and bids received for competitive procurements.
- Oversight of human resources staff person and activities, including recruitment, compensation and benefits management, performance management, and employee relations.
- Oversight of information technology (IT) manager and staff. IT activities include system upgrades, security, technical support, and prioritization of IT projects.

Qualifications for the position include:

- Degree in Accounting, Business, Finance, Economics, or related degree required. Masters preferred.
- Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Internal Auditor (CIA), or other relevant professional accreditations are highly preferred.
- At least 10 years of overall professional experience; ideally, five-plus years of broad financial, administrative and human resource management experience and staff supervision, preferably in the government or non-profit sector.
- Experience with Oracle NetSuite accounting software strongly preferred.

Desired skills for this position include:

- Strong knowledge of accounting principles, financial regulations, and reporting requirements for government or non-profit organizations.

- Ability to consider and support organizational priorities in balancing short-term allocation of resources and long-term sustainable and beneficial management of assets.
- Strong analytic, organization, and problem-solving skills that support and enable sound decision-making.
- Strong attention to detail and accuracy.
- A multi-tasker with the ability to work on multiple priorities.
- Must have strong verbal and written communication skills to include public speaking.
- Personal qualities of integrity, credibility, and a commitment to maintaining confidentiality.

The Director, Finance & Administration is primarily an office-based position with the opportunity for some work-from-home days. Our compensation package includes a combination of a competitive salary of \$105,000 to \$130,000 and comprehensive benefits including:

- Medical, dental and vision coverage for employees and their families; employees pay 15% of premiums regardless of coverage level.
- Flexible spending account, dependent care flexible spending account, and a health savings account depending on healthcare coverage option selected
- Employer-provided life and long-term disability insurance.
- Pension through the Pennsylvania State Employee Retirement System (SERS).
- Paid time off for sick and vacation which starts to accrue on day 1 of employment.

A cover letter with salary expectations and a resume emphasizing relevant experience are required and must be submitted by **February 16th, 2025**.

Click here to apply: [Director, Finance and Administration](#)