



**New Horizons Regional Education Centers  
Human Resources Department  
520 Butler Farm Road  
Hampton, Virginia 23666-1500  
757-766-1100  
Fax: 757-766-9402  
<http://www.nhgs.tec.va.us>**

## **POSITION ANNOUNCEMENT**

**February 28, 2018**

**POSITION:** Director of Finance  
**LOCATION:** Administration Office, Butler Farm Campus  
**STARTING SALARY:** \$70,147 - \$100,000  
(Salary based on experience and education)  
**LENGTH OF CONTRACT:** 12-Month

**PRIMARY FUNCTION:** Responsible for the proper accounting and reporting of financial activities related to the operating and capital improvement budgets and the compilation of the operating and capital improvement budgets, accounts receivable; accounts payable; payroll; risk management and coordination of audits. Oversees accounting functions including auditing, budgeting, financial analysis, capital asset, property management, and payroll in accordance with generally accepted accounting principles, NHREC policies and procedures, and all other applicable rules and guidelines

**QUALIFICATIONS:** Bachelor's degree in accounting, CPA, MBA, SFO preferred. Considerable experience and knowledge of generally accepted principles of governmental accounting and budgeting systems and knowledge of accounting methods and techniques applicable to business and finance.

**REPORTS TO:** Executive Director

**APPLICATION PROCEDURE:**

Interested individuals who meet the qualifications should submit an employment application, resume, and the names and phone numbers of three professional references to: New Horizons Regional Education Centers, Human Resources Department, 520 Butler Farm Road, Hampton, Virginia 23666.

**CLOSING DATE:** Open until filled.

In compliance with Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973; and all other federal, state, school rules, laws, regulations, and policies, New Horizons Regional Education Centers shall not discriminate on the basis of sex, age, race, color, national origin, religion or disability in its education programs and activities which it operates nor provisions of employment and services. Any complaints of alleged discrimination under Title IX (sex) and Section 504 (disability) should be referred to: The Human Resources Department, 520 Butler Farm Road, Hampton, VA 23666, (757) 766-1100, ext. 3377.