

Director of Finance and Administration

The [Interstate Commission on the Potomac River Basin](#) (ICPRB) seeks an enthusiastic, detail-oriented collaborative individual to lead the Administrative and Finance team. The Director of Administration and Finance is a senior management position of the Interstate Commission on the Potomac River (ICPRB). The position directs daily administrative, financial and information technology activities of the organization. The position is responsible for the ICPRB's accounting and financial records; budgeting; human resources management; computer systems, programs, and equipment; insurance; receipt, disbursement, and investment of funds; operation and maintenance of the Commission's office building; purchase and maintenance of equipment and supplies.

ICPRB was authorized by an Act of Congress in 1940 as an advisory, non-regulatory interstate compact agency of the Potomac basin states of Maryland, Pennsylvania, Virginia, West Virginia, and the District of Columbia. The ICPRB mission is to enhance, protect, and conserve the water and associated land resources of the Potomac River and its tributaries through regional and interstate cooperation.

Required qualifications:

- Minimum of 10 years of experience at a management level in government, NGO, or corporate organization. Senior or executive management experience preferred.
- Professional designation or license required: **Certified Public Accountant (CPA)**.
- Strong leadership and management skills and experience.
- Must be able to work in the Rockville, MD office at least two full days a week.

Preferred qualifications:

- Proven experience with human resources issues, administrative processes, and familiarity with state and federal mandates.
- Experience in preparing indirect rate packages.
- Working familiarity with all relevant guidelines from the Governmental Accounting Standards Board.
- Experience working with outside auditing agencies and companies.

Required education:

- Master's Degree (or equivalent education and experience) from an accredited college or university, preferably in Accounting, Finance, Public Administration and/or Business Administration or related field. **CPA required.**

Details:

This is a full-time position, which includes a 6-month probationary period. The expected salary range is \$118,000 - \$123,000 depending upon education and experience. ICPRB provides an excellent benefits package, including retirement and a generous telework and leave policy. To apply, please submit an electronic cover letter and resume to info@icprb.org. Position will be closed once filled.

ICPRB is an Equal Opportunity Employer that strives to maintain a diverse workforce. No applicant or employee will be discriminated against based on race, sex, gender identity, age, religion, national origin, veteran status, political affiliation, disability, or any other non-job-related factors. Individuals shall be considered for employment and advancement solely based on qualifications and abilities for specific positions.

ICPRB is located in Rockville, Maryland. Learn more at www.PotomacRiver.org.