



## **Join Our Team as a VATI Project Administrative Assistant!**

*3/4-Time, Temporary Position with the Thomas Jefferson Planning District Commission (TJPDC)*

**Salary: \$40,875–\$43,875, depending on qualifications and experience.**

Are you detail-oriented and passionate about supporting impactful projects? The TJPDC is seeking a dedicated **VATI Project Administrative Assistant** to provide essential administrative and financial support for our large-scale broadband project. This position offers the opportunity to contribute to expanding broadband access across the region!

### **Who We Are:**

The TJPDC is a dynamic regional government organization dedicated to improving the quality of life in Central Virginia. We serve the counties of Albemarle, Greene, Fluvanna, Louisa, Nelson, and the City of Charlottesville and administer a super-regional Broadband project throughout central Virginia. Located in the foothills of the scenic Blue Ridge Mountains, we work to ensure sustainable growth, infrastructure development, and accessibility for all.

### **About the VATI Project:**

The Virginia Telecommunication Initiative (VATI) project is a major broadband initiative providing highspeed fiber internet access to unserved residences and businesses in 13 counties throughout central Virginia. This project is supported by \$91 million in VATI Broadband funding and matching funds from local governments and private utility companies. This role will support the VATI Program Director in keeping the project organized and ensuring compliance with financial and administrative requirements.

### **Essential Job Functions and Responsibilities**

- Provide administrative support, including scheduling meetings, organizing information, and maintaining relationships with project partners and stakeholders.
- Assist with financial tasks such as tracking accounts receivable/payable, handling invoices, and preparing reimbursement requests for grant funds.
- Maintain detailed electronic records and upload required documentation into government systems.
- Draft financial and administrative reports for the review and approval of the Program Director and Finance Director.
- Prepare records for internal and external audits and ensure compliance with federal, state, and local regulations.
- Support other TJPDC projects as needed with administrative assistance.

### **Knowledge, Skills, and Abilities:**

- Experience in records management, financial management, bookkeeping, and/or accounting.
- Strong proficiency with Microsoft Excel—including the ability to create spreadsheets, perform data analysis, and manage financial data.
- Familiarity with grants and governmental accounting (preferred).

### **Education and Experience:**

Any combination of training and experience, which would provide the required knowledge, skills, and abilities, is qualifying. **Preferences may be given to applicants possessing qualifications above the minimum.** A typical way to obtain the minimum knowledge, skills, and abilities would be:

- Associate's degree or higher in business administration, finance, accounting, or a related field.

**Working Environment:**

A hybrid work environment with some travel (day or overnight).

**Classification:** Non-exempt

**Compensation:** Hiring salary range of \$40,875–\$43,875, depending on qualifications and experience.

**Terms:** 3/4-Time, working an average of 30 hours per week.

**Benefits:** Competitive health, vision, and dental insurance; paid time off; retirement through the Virginia Retirement System (VRS); disability and life insurance; and more.

**Application Process:**

To be considered for this position, please submit a resume, cover letter, and a completed employment application. Posting is open for application until filled. **The first review of applications will take place the week of October 28, 2024.**

**Application available at:** [www.tjpd.org/apply](http://www.tjpd.org/apply). Please submit online, email completed materials to [info@tjpd.org](mailto:info@tjpd.org), or mail completed material to TJPDC 401 E. Water Street, Charlottesville, VA 22902. All resumes and correspondence will be held in confidence. Materials submitted become the property of TJPDC and will not be returned.

For assistance or accommodations, please call (434) 979-7310. TJPDC Office hours are 8:00 a.m. - 5:00 p.m., Monday - Thursday.

*An Equal Opportunity Employer*