



## **FINANCE MANAGER**

BSOOB Transit is seeking a visionary, dynamic, forward-thinking, enthusiastic change leader who is eager to bring thoughtful, transformative energy and financial expertise to the position.

### **Position Summary:**

The Finance Manager is responsible for the overall administration and coordination of the company's financial and accounting functions, in concert with the Executive Director. This includes financial accounting, internal audits, management and oversight of finance, preparing and presenting operating and capital budgets, grants administration, debt administration and revenue services. This is a hands-on position and requires strong bookkeeping skills, understanding of GAAP, and municipal accounting, with the ability to execute finance functions as a part of a small finance team.

**Wages:** Salaried Position - \$70,000-\$90,000/year plus a competitive benefits package

### **Duties and Responsibilities:**

- Plans, organizes and administers a comprehensive financial management and reporting program.
- Oversees financial analysis, cash and treasury management, debt management and the associated forecasting requirements.
- Responsible for all aspects of the agency's financial management, in coordination with the Executive Director and Committee Board, including budget preparation, control of all receipts and disbursements, banking transactions, monthly financial reporting and analysis, balance sheet account reconciliation, and preparation for the annual audit.
- Manages the integrity of the company's financial reporting system.
- Ensures that all internal accounting procedures are performed, with appropriate internal controls, and that the financial accounting records are maintained in accordance with GAAP.
- Analyzes and reviews budgetary and financial information to determine agency impacts.
- Interprets, applies and explains federal state and local laws related to finance; oversees and coordinates the conduct of comprehensive financial audits.
- Prepares clear and concise reports, correspondence and other written materials, including month-end and year-end financial statements.
- Manages all bank and financial account notifications of daily electronic debits/credits.
- Oversees the agency's accounts payable and accounts receivable, and payroll processes.
- Reviews and approves journal entries for accounts receivable, repairs and preventive maintenance.
- Oversees and supports grant application and management processes from FTA and MDOT sources, including submission of Federal Financial and Milestone Progress Reports for open grants, and verifying grant receipts are posted accurately in financial management systems



- Actively works with management team to prepare and respond to Federal Transportation Administration and Department of Transportation compliance requirements.
- Leads and supports inventory and cash reconciliation activities.
- Participates at monthly Board meetings. Further, this position, in conjunction with the Executive Director and Finance Committee, monitors and reports on all funds.
- Serves as backup to Finance and Human Resource staff for various activities, including accounts payable, accounts receivable, payroll, and cash receipt processing functions.
- Evaluates the financial impact of agency contracts and insurance policies.
- Provides in-depth analysis in evaluating the financial implications of staffing, programming, and purchase decisions.
- Meets regularly with the Executive Director and other leadership to share ideas, goals, plans, concerns, and projects and to recommend financial policies, procedures, and guidelines.

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

- A Bachelor's degree in a financial, business administration or a related field.
- Minimum of seven years progressively responsible experience in the financial or accounting field.
- Strong bookkeeping, reconciliation, analytical skills, understanding of GAAP and municipal accounting.
- Exceptional computer competency skills with MS Office, including Outlook and Excel.
- Excellent analytical and organization skills.
- Ability to learn financial management software, experience with Munis is preferred.
- Ability to work hands-on throughout all stages of the financial process.
- Ability to develop and execute company strategies to attain outcomes for set goals.
- Ability to manage and motivate others, and balance competing interests from multiple stakeholders.
- Ability to develop and maintain effective and appropriate working relationships.
- Ability to perform work independently with strong critical thinking skills.
- Ability to build relationships and establish credibility with people from all levels of leadership, and all dimensions of diversity.
- Ability to read and understand complex documents, including federal and state regulations, contracts and financial reports, and to apply principles of logical or financial thinking to a wide range of intellectual and practical problems.

#### **Physical Requirements:**

- Ability to sit and/or stand for up to eight hours per day
- Occasional standing, walking, crouching, kneeling, pulling or pushing
- Occasional lifting and carrying objects
- Must have clarity of vision of twenty inches or less for computer use