



Finance Manager

Exempt

Full-Time

Job Description as of 1.2023

Salary: As determined by experience

Hours: Monday through Friday

Benefits: Full time benefits apply

Responsibilities:

Under the guidance of the CEO, the Finance Manager will plan and direct accounting activities within the Finance department, either personally or through the Finance department staff.

Essential Functions:

- Supervise all functions of accounting to include general ledgers, accounts receivable, accounts payable, revenue, depreciation, fixed assets, operating expenses and cash receipts
- Supervise the day-to-day operations of the Finance department
- Assist in the development of operating budgets
- Create the agency's annual budget and compliance audits
- Prepare and supervise grant applications, grant budgets, grant billings and grant reports
- Ensure the agency's fiscal responsibilities are met in compliance with federal, state and local regulations
- Coordinate the preparation of external financial reports
- Create the internal operating analysis reports on a monthly basis and distribute in a timely manner to all regions, Directors and Board of Directors
- Enter and maintain fixed asset files in compliance with FTA regulations
- Internal audit responsibilities including review of accounting and administrative controls
- Assist in the development and implementation of goals, policies, and procedures relating to financial management, budget, accounting and payroll

Secondary Functions:

- Other duties as assigned
- Some travel required

Education/Training:

Bachelor's degree in Accounting/Business or the equivalent of five plus years' experience or the equivalent combination of education and experience.

Knowledge, Skills and Ability:

Proficient in Windows, and all Microsoft Office programs. SAGE software experience is desired. Must be able to organize and prioritize, meet deadlines with ability to multitask and accomplishes tasks with accuracy. Must be able to work well independently and as part of a team. Maintain confidentiality with knowledge of payroll/accounting. Must be professional, dependable and take initiative.

Physical Demands/Work Environment:

As a normal function of the job, the employee periodically kneels, pushes, grasps, pulls, bends, walks for short distances, and climbs entrance steps. The employee occasionally works in extreme outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The employee must occasionally lift and/or move up to 50 pounds.