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| **DIVISION:** | Transportation | **JOB CODE:** | 102 | **GRADE:** | 03 | **FLSA STATUS:** | | Exempt |
| **DEPARTMENT:** | Administration | **DEPT ID:** | 100 | **REPORTS TO:** | Executive Director - Transit | | | |
| **BARGAINING UNIT:** | NA | **EFFECTIVE DATE:** | | June 2014 | **REVISION DATE:** | | June 2019 | |

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| **PURPOSE OF POSITION:**  The Finance and Grants Manager is responsible for securing and disbursing the funds that are available to provide public transportation for the City of Lima and Allen County. This position is understood to be confidential with restrictions and responsible for all accounting, insurance, grants, bank transactions, funding draws, Audits and HR functions and reporting for ACRTA. This position is Monday thru Friday (8am-5pm); some travel required; reports to the Executive Director. |
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**ESSENTIAL JOB FUNCTIONS:**

* Prepares and Monitors all FTA and State Grants
* Review Payroll and all related payroll reports, including monthly and quarterly reports, payments to State, City and schools for withholding taxes. Enter employee withholding requirements and detail listings, prepares quarterly 941 reports to IRS.
* Reviews and approves account payable invoices and PO’s. Provide the ACRTA Board with monthly financial and reconciliation reports.
* Prepares accounts receivable invoices issued to customers for maintenance services, gasoline purchases, lease of space, transportation services, etc. Prepares a cost allocation plan for submittal of contracts for transportation services. Enters monthly payments from customers and revenues from lottery, Greyhound, ticket sales etc.
* Prepares Income Statement for the Board monthly.
* Prepares annual Depreciation Schedule.
* Prepares and submits Quarterly financial & Progress reports to FTA and ODOT.
* Prepares all financial information for the annual Audit and Triennial Review.
* Supply required financial information for the production of the Transportation Improvement Program (TIP), the Transportation Development Program (TDP) and for the Transportation Work Program through Lima Allen County RPC and ODOT.
* Prepares and Submits operating, planning, ECHO draws and capital grants to FTA and ODOT
* Submit invoices for reimbursement of expenses to FTA and ODOT
* Prepare/Review an annual operating budget and a five year budget.
* Manage health insurance, supplemental insurances, and worker’s compensation enrollment and claims
* Manage yearly inventory for ACRTA
* Monitor Medicaid billing and reports
* Review Contracts for operations (Special transportation and Fuel)
* Monitors fuel usage and prepares fuel tax rebate
* Review OPERS monthly reports and Ohio Bureau of Employment quarterly report
* Any additional assignments

**QUALIFICATIONS:**

**Education and Experience:**

Bachelor’s degree in accounting or finance required, CPA preferred. Minimum of five years in a high-level role within the finance profession. Demonstrated experience overseeing budgets, both operational and capital; knowledge of best practices pertaining to Accrual Accounting, financial controls, auditing and reporting; experience with preparing financial reports that summarize and forecast the company’s financial position, including income statements, balance sheets, analyses of future earnings and expenses; ability to interpret financial statements in multiple formats and allocated costs; ability to professionally develop budget narratives and financial statements analyses. Must demonstrate good oral and written communication skills and be able to operate related office equipment. Must pass a pre-employment DOT physical and drug screen, Knowledge of QuickBooks Accounting software.

**Licensing/Certification:**

Must have a valid Ohio driver’s license

CPA preferred

Bondable

**Knowledge, Skills and Abilities:**

Knowledge of the transit system and the Allen County area is preferred.

Grant Writing

Knowledge of FTA/State regulations

Accounting Best Practices

**Physical Requirements:**

Performs bending and stooping for filing purposes.

**Working Conditions:**

Normal office/transit environment.

Must be able to work successfully with diverse groups of people.

**Salary Range:**

$52,000 to $80,000/year depending on experience and approval of Board of Trustees

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| **I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations.** | |
| **Signed:** | **Date:** |