



**POSITION:**                **Finance Manager**

**REPORTS TO:**        **Executive Director**

The Central Indiana Regional Transportation Authority (CIRTA) is a regional government transit agency seeking an experienced and professional Finance Manager to join our small but mighty team. This position will play a key, hands-on, role in all financial matters of the agency, including budget development and management, accounting, AP/AR, procurement, federal and state grants management, and liaison with payroll/HR management firm. Human Resources responsibilities may also be a responsibility of this position, should the selected candidate have such experience.

Responsibilities:

- Prepare and administer annual operating budget for all fund accounts; develop revenue and expense forecasts and make recommendations for the financial security of CIRTA
- Manage cash flow and AP/AR
- Prepare financial reports as required by the CIRTA board, and federal and state governing agencies
- Responsible for grant accounting, grant reporting, and grant disbursements
- Coordinate CIRTA's biennial audit, including the federal single audit, and the financial aspects of federal reviews
- Manage contractual relationship with third party payroll and benefits company, including payroll processing
- Manage office space lease and contractual relationships with office support contractors for services, including information technology
- Monitor grant compliance for implementation of funds, matching requirements, and in-kind contributions
- As DBE Liaison Officer, encourage and monitor the involvement of DBEs with CIRTA contracting opportunities

## Qualifications

- Bachelor's degree in Accounting/Finance or related field and a minimum of five (5) years prior related experience in a management role with controlling responsibilities
- Experience with federal and state funding, grants management and procurement
- Fund accounting expertise – minimum of three (3) years of experience
- Comprehensive knowledge of accounting standards and procedures relative to all areas assigned
- Experience with human resources management preferable

## Knowledge, Skills, and Abilities:

- Advanced knowledge of state and federal governmental regulatory and funding entities
- Proven ability to develop and monitor complex budgets, track and control expenses and revenues, and conduct financial analysis
- Excellent decision-making and problem-solving abilities
- Knowledge of fund accounting software; experience with Abila MIP software a plus
- Strong written and verbal communication skills; strong listening and presentation skills
- Must be bondable

Job Type: Full-time