



Twin Cities Area Transportation Authority
(269) 927-2268 • Fax (269) 927-2310

275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

JOB POSTING

Title: Finance Coordinator

Reports to: Executive Director

Effective Date: Until Filled

Job Summary: *The Finance Coordinator is responsible for maintaining all financial records of the Authority and creating accurate and timely financial records, reports, payments, grants, and systems for the organization in accordance with Generally Accepted Accounting Principles (GAAP).*

Principal Duties:

- *Collaborates with Executive Director to develop priorities, goals, and timelines for all Authority budgets, receivables, grants, and procurements.*
- *Ensures the Authority is following all Federal Transit Authority (FTA) guidelines.*
- *Attends internal Twin Cities Area Transit Authority (TCATA) working groups on finance, maintenance, safety, and outreach.*
- *Performs other duties as required by the Executive Director.*

Essential Duties and Responsibilities:

- Identify, apply for, administer, maintain, and coordinate federal, state, and local funds in accordance with applicable regulations and guidelines.
- Provide timely information on funding opportunities, requirements, and procedures.
- Audit, monitor and schedule reports of finance activities.
- Work with funding agencies to determine possible reprogramming options.
- Maintain financial records in accordance with Generally Accepted Accounting Principles, Federal Transit Administration, Michigan Department of Transportation (MDOT), and the Twin Cities Area Transit Authority accounting plan.
- Participate in internal reporting, external reporting, audit processes and coordinate with CPA firm.
- Coordinate the development and submission of the Annual Capital Needs Assessment, Annual TIP, and any amendments required.
- Research, analyze and implement federal, state, and local rules and regulations.
- Assist with accounts payable, accounts receivable, and month-end process including reconciling bank accounts, posting journal entries, and producing financial reports
- Maintain current, timely accurate Transit Asset Management (TAM) plan in accordance with FTA, MDOT, and TCATA regulations and standards



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- Make presentations of financial and performance data as directed which includes monthly Board Meetings.
- Such other duties as may be assigned.

Required Skills/Abilities:

- Interpersonal and customer service skills.
- Organizational skills and attention to detail.
- Time management skills with a proven ability to meet deadlines.
- Ability to work cooperatively in a team-based environment.
- Financial Management utilizing computerized programs and business software including but not limited to QuickBooks Online and Microsoft Office suites.
- Must be proficient in Excel.

Education and Experience:

- Bachelor's Degree in accounting or finance related field of study.
- Must have clean background and ability to pass drug screening.

Please Submit Resume and Cover Letter to: ACRAYTON@TCATABUS.ORG