Finance Administrator - Pay Grade 10

**Reports To: Executive Director**

**FLSA Status: Exempt – Administrative**

**Range $52,000 -- $88,214**

**Definition:**

This is a senior administrative position responsible for the financial management and grant administration activities of the LACRPC, including but not limited to providing accounting/fiscal program management as well as MPO budget monitoring; preparing and managing grants and contracts; preparation of monthly and annual reports; funding oversight and monitoring in compliance with local, state, and federal regulations.

**Required Training and Experience:**

* The position requires financial management experience, including responsibility in preparing and administering financial plans and budgets and providing appropriate and timely analysis of financial matters.
* The position requires the successful completion of a Bachelor's degree in accounting (or a related field such as business or public administration, etc.) and two (2) years of accounting experience with a public sector agency dealing with state and federal funding requirements or an Associate's degree in accounting (or a related field such as business or public administration, etc.) and five (5) years of accounting experience within public sector agencies dealing with state and federal funding requirements.
* Computer literacy and grants administration experience is essential.
* A valid State of Ohio motor vehicle operator's license is required.

**Required Knowledge & Skills:**

* The position requires a thorough knowledge of the principles/practices of business administration, including budget analysis, payroll/taxes, accounts payable/receivable, and cost accounting systems.
* The ability to compose/prepare annual budgets, budget projections, and other computer-generated financial records for presentation to the Commission is essential.
* The ability to maintain accurate ledgers for auditing and knowledge of material(s) preparation for audits is critical.
* Sound knowledge of computer software packages, including statistical, graphic, and spreadsheet applications, is required; understanding forecasting techniques is helpful.
* Experience with preparing and assembling grant applications is fundamental to position responsibilities.
* Knowledge of human resource management principles is expected. The position requires a self-starter who possesses excellent written and oral communication skills.

**Description of Duties:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position‐specific duties.*

* Prepares and manages finances, budget, and accounting operations.
* Administers the finance and financial reporting systems for the MPO.
* Provides the Executive Director and other MPO management with general information, reports, and/or financial information relevant to current issues or projects and advises on financial/contractual/ regulatory matters.
* Assists in development and implementation of the MPO’s financial policies and plans, accounting system procedures, practices and fiscal controls.
* Works directly with external independent auditors in providing information regarding the MPO’s internal controls, financial presentation, and annual financial statements, including compilation of the first draft of the financial statement package and Schedule of Federal Awards, MD&A, and Notes to Financial Statements.
* Develops government financial reports, reviews contracts, purchase orders, and invoices for validity and proper recording in the general ledger to ensure compliance with federal funding and contractual reporting mandates.
* Tracks and monitors the MPO budget.
* Analyses financial information while detailing assets, liabilities, fund balance, revenues, and expenditures, in connection with preparing internal financial statements.
* Assists in compilation of the organization’s annual budget and amendments and submits these documents to appropriate state departments.
* Prepares and records the MPO’s payroll.
* Performs research of accounting matters.
* Assists in development and negotiating agreements or contracts with landlord, vendors, agencies and/or consultants.
* Serves as member of the MPO’s management team.
* May attend MPO committee meetings or other meetings as required.
* May be responsible for the supervision of staff.
* Assists in the management of agency human resource functions including, but not limited to, policy and procedures, workers compensation, family medical leave, and employee benefits.
* Other duties as assigned by the Executive Director, Executive Committee, or various other committees of the LACRPC.

If interested please send a cover letter and resume to:

Mschumaker@lacrpc.com by April 9, 2022

Assistant Finance Administrator - Pay Grade ~~7~~

**Reports To: Finance Administrator**

**FLSA Status: Exempt – Administrative**

**Range $38,000 - $63,974**

**Definition:**

This is a mid-level administrative position responsible for the financial management and grant administration activities of the LACRPC, including but not limited to providing accounting/fiscal program management as well as MPO budget monitoring; preparing and managing grants and contracts; preparation of monthly and annual reports; funding oversight and monitoring in compliance with local, state, and federal regulations.

**Required Training and Experience:**

* The position requires the successful completion of a Bachelor's degree in accounting (or a related field such as business or public administration, etc.) or an Associate's degree in accounting (or a related field such as business or public administration, etc.) and two (2) years of accounting experience within public sector agencies dealing with state and federal funding requirements is preferred.
* Computer literacy is essential.
* A valid State of Ohio motor vehicle operator's license is required.

**Required Knowledge & Skills:**

* The position requires a thorough knowledge of the principles/practices of business administration, including budget analysis, payroll/taxes, accounts payable/receivable, and cost accounting systems.
* The ability to compose/prepare annual budgets, budget projections, and other computer-generated financial records for presentation to the Commission is essential.
* The ability to maintain accurate ledgers for auditing and knowledge of material(s) preparation for audits is critical.
* Sound knowledge of computer software packages, including statistical, graphic, and spreadsheet applications, is required; understanding forecasting techniques is helpful.
* Experience with preparing and assembling grant applications is fundamental to position responsibilities.
* Knowledge of human resource management principles is expected. The position requires a self-starter who possesses excellent written and oral communication skills.

**Description of Duties:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position‐specific duties.*

* Prepares and manages finances, budget, and accounting operations.
* Administers the finance and financial reporting systems for the MPO.
* Provides the Executive Director, Finance Administrator, and other MPO management with general information, reports, and/or financial information relevant to current issues or projects.
* Assists in development and implementation of the MPO’s financial policies and plans, accounting system procedures, practices and fiscal controls.
* Works directly with Finance Administrator and external independent auditors in providing information regarding the MPO’s internal controls, financial presentation, and annual financial statements, including compilation of the first draft of the financial statement package and Schedule of Federal Awards, MD&A, and Notes to Financial Statements.
* Develops government financial reports, reviews contracts, purchase orders, and invoices for validity and proper recording in the general ledger to ensure compliance with federal funding and contractual reporting mandates.
* Tracks and monitors the MPO budget.
* Analyses financial information while detailing assets, liabilities, fund balance, revenues, and expenditures, in connection with preparing internal financial statements.
* Assists in compilation of the organization’s annual budget and amendments and submits these documents to appropriate state departments.
* Prepares and records the MPO’s payroll.
* Performs research of accounting matters.
* Assists in development and negotiating agreements or contracts with landlord, vendors, agencies and/or consultants.
* May attend MPO committee meetings or other meetings as required.
* Other duties as assigned by the Executive Director, Finance Administrator, Executive Committee, or various other committees of the LACRPC.

If interested please send a cover letter and resume to:

Mschumaker@lacrpc.com by April 9, 2022