

Marquette County Transit Authority

Job Description

Finance Officer

The Finance Officer will be hands-on and participative and will assist with the following areas: finance, accounts receivable/payable, budgeting, procurement, human resources, administration, and operations.

The position reports to the Executive Director and performs a variety of accounting and administrative duties, including preparing financial budgets, responsible for the financial management of the Authority, financial reports, annual audit, payroll, accounts receivable/payable, all banking investment transactions, employee benefits and maintaining a computerized accounting software system.

Must be an organized, self-starter, with experience in Quickbooks, Excel and Word. Associates degree in Accounting, or equivalent combination of work experience, training and education

Finance Major Duties and Responsibilities:

1. Assists in preparing the annual budget for review by the Board of Directors
2. Prepare annual financial statements
3. Prepare quarterly reports for the State of Michigan
4. Assists with the annual audit by preparing schedules, preparing test transactions and answering questions and searching information requested.
5. Oversees records of revenues, expenses and fixed assets
6. Maintain all official accounting records in conformance with generally accepted government accounting principals
7. Maintain the computerized accounting system
8. Maintain financial files and records
9. Ensure the safeguarding of all municipal funds
10. Monitors cash flow of the Authority
11. Reconcile accounts payable
12. Prepare journal entries
13. Conduct periodic financial analysis to identify and resolve issues, gaps or variances
14. Manage the preparation of balance sheets, income statements, expense reports, etc.
15. Reconcile daily deposits
16. Reconcile bank statements
17. Document new employees
18. Establish employee files in the computerized accounting system

19. Administer benefit entitlements: pension, health insurance, dental insurance, vision insurance, life insurance, 457b
20. Maintains records of employees benefit time available and used, records hours worked for hourly increases through payroll progression
21. Maintain payroll operations to ensure the efficient handling of employees pay, deductions and benefit payments
22. Payments of all federal and state payroll taxes. Quarterly reporting to the federal government and state of Michigan.
23. Attends staff meetings
24. Attends Board meetings.
25. On call every fourth week.

Typical Duties:

1. Maintains inventory of office supplies and stamps
2. Prepares and assembles board agenda packets
3. Prepares board meeting minutes
4. Maintains general filing system related to finance

Managerial and Technical Skills:

1. Ability to manage/administer a finance unit, ability to rationalize work, propose solutions to make best use of financial resources
2. Ability to prepare and administer budgets
3. Analytical/Communication/inter-personal skills
4. Maintain confidential information
5. Ability to work with computers and accounting software