

Kalamazoo Area Transportation Study Finance & Administrative Manager

General Summary

The Finance and Administrative Manager provides accounting support for the Kalamazoo Area Transportation Study (KATS). Under the direct supervision of the Executive Director, the Finance and Administrative performs a variety of financial services, administrative and clerical support to KATS staff. The Finance and Administrative Manager is a full-time position with comprehensive benefits.

Essential Function

- Provide financial and accounting services for KATS.
 - Contributed Service Reports
 - Billing (progress reports, bank reconciliation, insurance)
 - Payroll and benefits oversight
 - Audit preparations
 - Budget preparation assistance
- Provides clerical and administrative support to the Executive Director including, but not limited to, minutes, agendas, correspondence, reports, press releases, organizing and maintaining files and other documents as needed.
- Prepares and maintains a variety of records and reports associated with KATS.
- Assist in the preparation of documents associated with the planning activities of KATS.

Employment Qualifications

Education: A minimum of an associate's degree in accounting, finance, or related field; bachelor's degree preferred.

Preferred Experience: Governmental administrative experience including grant management, government accounting, website maintenance (Wordpress), Microsoft Office Suite, Adobe, and QuickBooks. Key abilities and characteristics include positive customer service, strong verbal and written communication skills, strong organizational skills, ability to multi-task, work under pressure and meet deadlines. A positive attitude and an ability to work well in a team environment is essential.

How to Apply

Interested/qualified candidates should submit a letter of interest, resume, professional references, and a salary history by September 28, 2018 to:

Kalamazoo Area Transportation Study
Attn: Executive Director
5220 Lovers Lane, Suite 110
Portage, MI 49002

Equal Opportunity Employer. More information about KATS can be found at www.KATSmpo.org