

<b>Position Title:</b>	Finance Manager
<b>Reports to:</b>	Managing Director
<b>Department:</b>	Finance
<b>FLSA Status:</b>	Exempt
<b>Type:</b>	Regular, Full-Time
<b>Salary Range:</b>	\$80,000 - \$85,000 Annually
<b>Workplace Type:</b>	Primarily an in-person position with occasional opportunities for remote work
<b>Work Location:</b>	Anaheim, CA

### About the Role

The Finance Manager at Anaheim Transportation Network (ATN) will oversee financial, budgetary, grant administration, and administrative support, encompassing all aspects of financial and reporting functions. This role includes financial management, corporate accounting, regulatory compliance, grant administration, financial reporting, budgeting, forecasting, and the establishment of internal controls.

Utilizing established fiscal principles, the Finance Manager will be responsible for preparing and executing ATN's budget, providing support to management staff and other team members on technical budgetary matters, and facilitate financial planning and tracking. Through economic forecasting and financial analytical techniques, the Finance Manager will prepare short- and long-term budgetary projections to support ATN's financial planning efforts.

### Responsibilities

*(This list is not intended to be a complete listing of all the job duties required of this position, but to provide information on the general scope of the position.)*

- Maintain a documented system of finance and accounting policies and procedures
- Manage contract administration and vendor management functions
- Provide oversight of auditing and evaluation of accounts, ledger entries and financial reports for the Board of Directors and ATN's stakeholders
- Forecast cash flow projections to ensure adequate funds for ongoing operations and mitigate financial risks
- Maintain relationships with banking institutions
- Prepare and manage ATN's budget, report on variances, and contribute to the organization's strategic direction
- Manage the capital budget process utilizing constraint analysis and discount cash flow analysis
- Collaborate with an independent CPA firm to prepare financial reports
- Lead annual financial audits and grant-related audits in partnership with independent auditing consultants, including annual audited financial statements and Single A-133 audits, as well as tax returns
- Assist in determining company pricing for services offered and rendered
- Compile and assist in filing periodic federal reports, including monthly, annual, and triennial reports
- Perform other duties as assigned

## Candidate Requirements

### Knowledge, Skills, & Ability

- Ability to prioritize, organize, problem-solve, and complete tasks independently while meeting deadlines
- Strong leadership skills, with the ability to supervise and train team members
- Excellent verbal and written communication skills, including the ability to follow and give constructive criticism
- Expert knowledge of QuickBooks Online required; certification is a plus
- In-depth knowledge of finance and accounting principles, practices, and procedures
- Strong knowledge of grant administration processes, transportation finance, contract administration, and vendor management
- Knowledge of financial modeling and analysis
- Collaborating with cross-functional teams to integrate financial considerations into strategic planning and operational activities
- Conducting financial analysis and providing recommendations to support decision-making processes

### Education & Experience

- Bachelor's degree in Finance, Accounting, Business Administration, or related field; Master's degree preferred
- CPA (Certified Public Accountant) certificate is a plus
- Minimum of three (3) years of progressive experience in financial management and budgeting is required, or experience level may be adjusted based on candidate possessing a Master's degree in a relevant field
- Experience with budgeting and reporting, as well as advanced knowledge of generally accepted accounting principles (GAAP), practices, and procedures
- Strong office, administrative and organizational skills
- Advanced or expert-level Microsoft Excel skills
- Experience in public administration, non-profit, or public sector, or public transit industry, is strongly desired

### Additional Requirements

- Occasional work outside of regular business hours
- A valid California Driver's License (CDL) preferred
- Must provide proof of eligibility to work in the U.S.
- Ability to work primarily in-person at worksite location

### Equal Employment Employer

Anaheim Transportation Network (ATN) is an Equal Opportunity Employer and does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable local, state, or federal laws.