



The Biddeford Saco Old Orchard Beach Transit Agency is a non-profit entity, federally, state and locally funded, that operates local public transportation in the tri-town area. Also known as Shuttlebus-Zoom, the agency currently transports over 330,000 riders per year and services local routes connecting the three communities via its Shuttlebus service and summer trolleys servicing the Old Orchard Beach area. The agency also connects workers and leisure travelers to Portland, ME via their Zoom service as well as their Portland InterCity connector. The small team, currently concentrated in Biddeford, manages all fleet operations, finance, customer service, contracts, grant activity, public/private partnerships and advertising from their Pomerleau Street location.

The agency is currently seeking a **Finance Manager** with a targeted start date of early to mid-September. This mission critical piece to the team is sought to bring financial subject matter expertise and execution to the organization in the form of continuous monitoring and controlling of current financial status, all monthly, quarterly and annual reporting, accounts payable and receivable, all financial audit compliance responsibilities, grant writing and management toward state and federal transportation funding, future strategy, fiscal leadership and guidance.

Qualifications:

- Bachelor's Degree in accounting and/or finance; 5 years of related experience, preferably in a leadership or managerial role. CPA credentials are a plus.
- Proven recent track record of financial leadership with a reputation of trusted and high ethics.
- Experience writing and managing federal and state grants is desired.
- Polished communication skills (written, oral and financial) and the ability to become part of the agency leadership team.
- Practical experience with MUNIS financial software.
- Expert level MS Office skills, especially MS Excel.
- Payroll reporting and backup payroll reporting experience.
- Annual budget preparation for leadership team/Board of Directors review, finalization and approval.
- Experience with U.S. Department of Transportation, Federal Transit Administration (FTA) regulations, procedures and online tools desired, but not required. Aptitude to learn these quickly is necessary.
- Familiarity with procurement protocol and process.
- High attention to detail, polished collaborative skills and problem solving prowess with a "no problems, only solutions" attitude.
- Ability and enthusiasm to add immediate value within a non-profit/start up type environment.
- Capability to multi-task and prioritize needed activity to ensure gaps do not exist between high level funding request requirements, billing, and daily financial operations activity timelines.



Benefits:

- Paid time off
- Medical Insurance
- Dental Insurance
- Company paid Life Insurance
- Supplemental Life Insurance option
- Voluntary term Life Insurance
- Short Term disability/Income Protection Plan
- Flexible schedule
- 14 Paid Holidays
- Paid sick time (accrued)
- Company contribution to 457 plan with no employee minimum

Announcement will be open until August 2 with correspondence to potential final candidates to follow shortly after with interview process specifics.

Interested candidates – forward resume to Shuttlebus-Zoom Human Resources aaustin@shuttlebus-zoom.com.