



Financial Manager
(Job Number 002518556)

Employer: DOOR-TRAN INC

1009 EGG HARBOR RD
STURGEON BAY, WI 54235
<http://door-tran.com/>

Work Site: Door County
1009 EGG HARBOR RD
STURGEON BAY, WI 54235
May attend meetings off site as well.

On Bus Route? Yes

Pay: \$17.00 Per Hour to \$19.00 Per Hour

Duration/Hours Per Week: Part-Time, 20 to 25 Hours Per Week

Shift/Work Days: First
Monday-Friday.

Number of Openings: 1

Minimum Requirements of Employer:

Education: Other Desired
• Bachelor Degree in Accounting preferred or equivalent work experience.
• Five or more years' experience managing finances as a business, beneficial if for a non-profit with funding from state and federal grants.

Professional Licenses / Certifications: No Licenses or Certifications Requested

Vehicle: Desired, Mileage reimbursement available.

Drivers License:
Type: Class D - Regular (Auto, Light Truck, Moped) Desired

Endorsements: No Endorsement Requested

Age: No Age Requested

Experience / Qualifications:

- Bachelor Degree in Accounting preferred or equivalent work experience.
- Five or more years' experience managing finances as a business, beneficial if for a non-profit with funding from state and federal grants.
- Expertise with QuickBooks financial software essential.
- Fluent with Microsoft Office programs.
- A creative person with technology experience.
- Knowledge of employee benefits and procedures helpful.

Background check required. Notice for Job Seekers

Duties and Responsibilities of the Job:

Bookkeeping

- Enter accounts payable and receivable accurately and report to the Door-Tran Treasurer.
- Prepare and complete bank deposits as needed following Door-Tran's Financial Procedures.
- Record and make payments to vendors and partners to include maintenance of employee financial information such as W-9 paperwork, etc.
- Provide Mobility Manager and Treasurer with reports and summary for Board meetings.
- Work with contracted C.P.A. on annual review and tax submission.
- Complete all payroll duties to include weekly payroll, taxes and unemployment as need and process year end W-2's and 1099's.
- Prepare financial reports for funders as requested and for grant closeouts.
- Prepare annual budget(s) and assist in grant writing process as needed.

Data Management

- Work with staff on contract/grant invoicing as required by state and federal guidelines to the County of Door 85.21 Director and County Veterans Services Office.
- Create and submit monthly, quarterly, and annual reports to meet the requirements of the various Door-Tran funders and grants.
- Follow Door-Tran's policies and procedures related to working with software and hardware.
- Maintain personnel records and ensure they are kept up-to-date.

Customer Service

- Work closely with Door-Tran vendors, donors, and staff to ensure timely payments for services and provide reports as needed.
- Assist staff with the central call center to connect callers with existing transportation resources using a client-focused approach to problem-solving. Monitor

and record unmet needs as part of this service.

- Assist staff in scheduling rides with the volunteer or voucher programs as needed.
- Participate in outreach and marketing activities as assigned.

Fundraising

- Work with Door-Tran staff and Directors on fundraising activities as assigned.
- Track and report all fundraising money and donations made to Door-Tran.

Benefits:

Leave and Holidays:	Vacation, Paid Holidays
Education and Training:	Paid Training
Miscellaneous Benefits:	Flexible Work Schedule

Company Profile:

Door-Tran is a creative community network dedicated to connecting people to transportation services that are affordable, available, and accessible.

How To Apply:

Additional Application Information Mail cover letter, resume and three references to: Door-Tran Attn: Pam Busch PO Box 181 Sturgeon Bay WI 54235

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