



**Financial Manager  
(Job Number 2518556)**

**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/Usual Hours Per Week:** Part-Time, 15 to 20 Hours Per Week

**Shift/Work Days:** First Shift.  
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

Deadline to apply is: Monday, April 8, 2019 by 4 p.m.

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