



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Finance Manager (TS-090821-01)

Location: Carbondale, Illinois

Salary: \$40,000 – \$62,000 per year, depending upon experience.

JOB DESCRIPTION

Jackson County Mass Transit District in Carbondale is seeking candidates for a Finance Manager position. This is a full-time, overtime exempt, administrative position. The Finance Manager will supervise all aspects of the finance department which involves training and management of direct reports. Additional duties will be required, as necessary, as determined by the Managing Director for the benefit of the Jackson County Mass Transit District.

ESSENTIAL DUTIES

1. Management Duties.

- A. Maintain a documented system of accounting policies and procedures
- B. Manage outsourced functions
- C. Oversee the operations of the financial department, including the design of and organizational structure adequate for achieving the department's goals and objectives

2. Fund Management Duties

- A. Forecast cash flow positions and related borrowing needs
- B. Ensure that sufficient funds are available to meet ongoing operational and capital investment requirements
- C. Maintain banking relationships
- D. Assist in determining the company's proper capital structure
- E. Arrange for equity and debt financing

3. Budget Duties

- A. Manage the preparation of the company's budget
- B. Report to management on variances from the established budget, and the reasons for those variances
- C. Assist management in the formulation of its overall strategic direction

4. Financial Analysis

- A. Engage in ongoing cost reduction analyses in all areas of the company
- B. Review the performance of competitors and report on key issues to management
- C. Engage in benchmarking studies to establish areas of potential operational improvement
- D. Interpret the company's financial results to management and recommend improvement activities

- E. Review company bottlenecks and recommend changes to improve the overall level of company throughput
- F. Participate in target costing activities to create products that meeting predetermined price goals
- G. Assist in the determination of product pricing in relation to features offered and competitor pricing
- H. Compile key business metrics and report on them to management
- I. Manage the capital budgeting process, based on constraint analysis and discounted cash flow analysis
- J. Create additional analyses and reports as requested by management

5. Supervisory Duties

- A. Train and supervise departmental personnel in the day-to-day performance of their duties and evaluate their work performance.
- B. Notify individual departmental employees of policy violations and job performance issues and implement disciplinary procedures when indicated.
- C. Participate in the interviewing and hiring process for new departmental employees.

MINIMUM ACCEPTABLE QUALIFICATIONS

- 1. Possess strong organizational and time-management skills.
- 2. Have supervisor experience.
- 3. Be twenty-one years of age.
- 4. Possess strong interpersonal skills.
- 5. Possess good judgment.
- 6. Possess strong commitment to customer service.
- 7. Be willing to travel to training sessions and for other work-related purposes as requested.
- 8. Possess physical ability to perform duties; including bending, twisting, sitting for extended periods, and other essential duties.

PREFERRED QUALIFICATIONS

- 1. Proficient in Microsoft Office, including Word, Excel, and Outlook.
- 2. Proficient in QuickBooks.

EDUCATIONAL REQUIREMENTS

Successful applicant must posse a Bachelor degree in accounting or a higher degree and at least 2 years' experience in supervising employee(s).

WORK ENVIRONMENT

Work is performed both indoors and outdoors in all types of weather conditions.

PHYSICAL DEMANDS

Work is sedentary to moderately active and generally involves sitting, walking, standing, lifting and driving JCMTD vehicles as necessary.

ADA COMPLIANCE

JCMTD complies with the Americans with Disabilities Act.

SAFETY-SENSITIVE POSITION

This is a safety-sensitive position requiring strict adherence to all JCMTD drug and alcohol policies, FTA regulations and IDOT requirements including background checks and pre-hire and random drug/alcohol testing.

EMERGENCIES AND NATURAL DISASTERS

In the event of an emergency or natural disaster, local authorities may request JCMTD assistance in transporting victims and/or evacuees. All JCMTD employees are subject to call-in at such times and must provide to the Managing Director contact information sufficient to permit emergency call-in. This contact information will be shared with local emergency management agencies.

HOW TO APPLY

This employment opportunity is available at no cost to you! To apply, send a resume, cover letter, and any letters of recommendation (if you have them) to: TenaStuder@mantracon.org

**Man-Tra-Con Corporation is a proud member of the American Job Center network,
and an Illinois workNet partner.**

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