

ALTRANS TMA, Inc.

Finance Coordinator

Fall 2017

Introduction

ALTRANS is accepting resumes for a talented Finance Coordinator/Bookkeeper with a strong background in financial management and personnel support.

This already established position provides an invaluable role to the management team and will be working side by side with management, anticipating needs, and delivering timely financial support. The Finance Coordinator has a focus on accomplishing cyclical deliverables, on-going projects, and is comfortable handling ad-hoc and unique situations that require judgment calls based on management goals. The Finance Coordinator's work is geared towards cyclical process, efficiency, and error elimination. An indispensable trait of this staff member is their passion to see the whole team succeed.

ALTRANS' Background

ALTRANS is a Transportation Demand Management (TDM) company skilled at identifying alternative transportation needs, developing shuttle and commute services, route optimization and management of turn-key TDM operations. ALTRANS staff has been actively engaged in alternative transportation planning and trip reduction services for the last 25 years.

ALTRANS has been involved with dozens of alternative transportation programs in the greater San Francisco Bay Area and has received various TDM and trip-reduction related awards. These awards have come from organizations such as the Bay Area Air Quality Management District (BAAQMD), the Association for Commuter Transportation (ACT) and the Environmental Protection Agency (EPA).

Assignment & Compensation

Status: Part-Time, 20 hours/week. May expand into a full-time position in the future.

Work Schedule: M-F, flexible between 8am-5pm.

Office Location: North San Jose, I-880 at Brokaw Rd

Compensation Package: \$30 per hour



Desired Skills


Education & Experience:

- Degree from an accredited college/university and/or transferrable experience.
- 5+ years in a role supporting financial and office/management administration.
- Well-rounded skill set and knowledge of financial management tools
- Comfortable and successful in new environments; can work with all levels of management and staff.

Overall Financial Duties:

- Manage and prepare Accounts Receivable (full cycle). Includes: processing invoices, monitor aging reports, communication with clients, bill reimbursable expenses, follow up on contract documentation, etc.
- Payroll (full cycle): Process and submit employee/contractor through external payroll company. Includes: booking to QBO, PTO tracking, Time and Attendance mobile applications and maintenance of HR documents.
- Cash flow management.
- Ability to read/understand Balance Sheet and Profit & Loss. Prepare and maintain books for corporate taxes; assist CPA with tax returns.
- Assist with specific financial projects as needed. Guide/advise executives in strategic planning through financial numbers.
- Create and track annual budgets.
- Reconcile monthly bank and credit card accounts.
- Year End closing. (full cycle) Reconcile accounts, 1099misc, Year End strategic planning, etc.
- Misc. duties include but not limited to: Quarterly PUC reporting, Worker's Comp wage reporting, business license filing, insurance quarterly/annually wage reporting, and annual CHP audits.

Problem Solving/Research

- Problem solving and research; ability to use intuition, reasoning and/or research to solve a problem.
 - Level headed; understands what priority an issue has and reacts appropriately; deals with unforeseen circumstances with calm and resolve.
 - Exhibits sound judgment and the ability to make reasonable decisions in the absence of constant direction or supervision. Judiciously escalates problems/issues to the appropriate person(s) when necessary.
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Management

- Time Management: Uses resources and time well to solve problems and complete deliverables quickly and efficiently.
- Space Management: Effectively manages the workspace; keeps a clean and organized office, correctly and neatly files all paperwork; maintains order in workspace environment.
- Data Management: Organized; manages data well; understands the importance of data management systems.


Interpersonal/Support

- Support oriented; can identify needs of team members and offer support where most needed.
- Anticipates needs; can foresee problems and prevent them by taking appropriate action.
- Analytical with a broad understanding of the business to effectively interpret needs.

Personality/Character

- Excellent interpersonal and communication skills; professional demeanor and verbiage.
- Outgoing; cheerful; courteous; friendly; mindful of others.
- Honest; holds personal integrity, the value of one's word, and work ethic in the highest regard.

Technical

- Demonstrated knowledge of and experience in preparation, development and maintenance of financial records and documents.
 - Well versed in Excel worksheet construction.
 - Document creation and preparation using Word; strong ability to proof, manipulate document layout, create documents for varied applications (executive summaries, letters to clients, etc.)
 - Expert working knowledge of QuickBooks; Excel.
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Please answer the questions below and attach your responses to your resume.

Supplemental Questionnaire

1. Describe a typical day-to-day financial role and what you do/did in the areas of accounts receivable, accounts payable and/or payroll functions & account reconciliation.
2. Describe the level of experience that you have in creating and managing budgets.
3. Describe in detail a financial analysis project or group of tasks that you thought of and initiated that saved your current or past employer money and/or increased overall financial productivity.
4. Describe the payroll and benefit administration experience you have.
5. Describe a professional accomplishment that you are most proud of.
6. This position may turn into a full-time position in the future. Could you work in a full-time capacity if offered?

Submit résumé and completed questionnaire to jobs@altrans.net. Résumés without a completed questionnaire will not be replied to.

