

## **Director of Administration / Chief Financial Officer**

**JOB SUMMARY:** Advance Transit, the nationally recognized provider of the Upper Valley's robust public transit system, serving nearly one million riders per year, is seeking a Director of Administration/CFO. Reporting to the Executive Director, this leadership position is responsible for directing the administrative activities of the organization including financial management, human resource management, technology, and administrative support. The Director of Administration will be an integral member the executive team of this not-for-profit organization located in Wilder, Vermont, a neighbor to Dartmouth College and Dartmouth-Hitchcock Medical Center.

### **JOB RESPONSIBILITIES:**

#### **Financial Management**

- Manage the full range of activities related to general ledger, accounts payable, cash management, payroll, and accounts receivable
- Conduct a full-range of analysis and reporting activities including financial analysis and system performance monitoring. Develop and administer grant cost allocation programs, and internal and external regulatory and reporting requirements
- Prepare reports which summarize and forecast company business activity and financial position. Provide management with timely reviews of the organization's financial status and progress in its various programs and activities.
- Working directly with the Executive Director and Board Finance Committee Chair, direct the preparation of operating and capital budgets. Arrange for audits of the company's accounts.
- Coordinate the accounting for and reporting on all grant revenue and expenditures, and the physical tracking, reporting, and accounting of fixed assets.
- Advise management about insurance coverage for protection against property losses and potential liabilities. Administer the risk management program including claims administration and workers' compensation activities.
- Advise management on desirable operational adjustments due to federal and state income tax code revisions that have an impact on non-profit organizations such as unrelated business income tax.
- Assist management with service planning activities, with primary focus on cost model development.

## **Human Resources Management**

- Manage a comprehensive human resources program including the development and implementation of policies, procedures, personnel rules, and regulations relating to all personnel.
- Oversee staff development including recruitment, testing, training, classification, appraisals, and compensation.
- Coordinate benefits programs, drug and alcohol program compliance, EEO compliance, and discipline and grievance practices.

## **Technology**

- Act as the primary IT contact person. Manage the use of appropriate software applications and hardware technologies. Work with outside vendors to evaluate current use of technology, develop plans and specifications to introduce new technology when appropriate, and provide backup.

## **MINIMUM EDUCATION & EXPERIENCE**

- Bachelors' degree, preferably in Business, with a minimum of three (3) years of related experience and/or training, or the equivalent in education and experience, is required
- Ability to read, analyze, and interpret financial reports, and general business, professional, and regulatory publications
- Excellent computer skills
- Ability to write reports, business correspondence, and procedure manuals
- Proven ability to effectively present information and respond to questions for a variety for groups and/or individuals

## **REPLY TO**

If interested, please send a letter of interest and resume to:

Director of Administration/CFO Search  
C/o Gary Daniels  
Advance Transit  
PO Box 1027  
Wilder, VT 05088

Or by email to [gdaniels@advancetransit.com](mailto:gdaniels@advancetransit.com)