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## RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO)

### JOB DESCRIPTION: ACCOUNTING/OFFICE MANAGER

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**REPORTS TO:** Executive Director

**EXEMPT STATUS:** Exempt

#### **POSITION GENERAL SUMMARY:**

The Accounting/Office Manager provides financial administration and oversight of the River to Sea TPO which is a federally funded entity. The Accounting/Office Manager works independently and with minimal direction to prepare reports that summarize the activity and financial position of the organization in areas of revenue and expenditures. This position ensures sound fiscal management and accounting of the organization, manages the computerized accounting system, prepares and files all reports required by regulatory agencies and works with the Executive Director to prepare budgets. This position also oversees facility maintenance, manages active contracts and agreements, oversees the information technology (IT) system, including management of IT Consultant services, and management of purchasing processes.

#### **ESSENTIAL POSITION FUNCTIONS:**

- Manages and processes transactions in the TPO accounting system to include payroll, accounts payable, general journal entries, month and year-end closeouts, monthly bank reconciliation, cash balances and capital assets.
- Ensures expenditures comply with various grant agreement requirements, federal regulations, and relevant accounting guidance.
- Prepares necessary IRS filings such as the 941, employee W-2s, 1099's and 1095's.
- Prepares a variety of financial reports for the TPO board and the Executive Director as needed including: monthly cash reserves; revenue and expenditure reports by agency, project and element; monthly treasurer's report; and employee work allocation summaries.
- Prepares grant agreements for various grants the TPO receives from Florida Department of Transportation (FDOT) as well as other granting entities.
- Manages and processes accounts receivables, including submission of monthly invoices to the FDOT for receipt of grant funds and annual invoices for member assessments.
- Develops the annual budget, including forms and procedures utilized in the budgetary process and establishes a sequence of budget preparation events leading to budget adoption.
- Maintains current listing of fixed assets, manages the capital replacement program, assures proper maintenance and storage of all office equipment and needed supplies.
- Arranges for the independent annual audit, prepares the agency-wide Comprehensive Annual Financial Report and files all reports with regulatory agencies.
- Maintains employee personnel files, administers the employee benefits program and acts as the organization's Equal Employment Opportunity (EEO) Officer.
- Maintains the TPO's retirement and ensures timely processing of contributions and reporting.
- Maintains all legal files including the original copies of grants, contracts and agreements and manages the legal services contract.
- Prepares financial estimates as needed in the development of the 2- year Unified Planning Work Program (UPWP) and reconciles invoices, project funding and timely drawdowns of the UPWP.
- Oversees the procurement, functionality and maintenance of the computer network including management of the IT services contract and maintenance of software licenses.
- Manages the Information Technology services contract, troubleshoots IT issues for the TPO and coordinates resolution of those issues as needed.
- Coordinates financial activities and information as needed with Florida Department of Transportation, Federal Transit Administration and Federal Highway staff.

- Manages various programs to support TPO activities including the legal services contract, oversight of purchasing activities, the Continuity of Operations Program (COOP) and procurement of required insurances.
- Participates in program related training and conferences to maintain technical proficiency.
- Supports TPO public outreach and community relations efforts by participating in community functions and representing the organization at community events.
- Coordinates a variety of office management activities including management of the office lease, general maintenance, telephone and internet services and cleaning services contracts.
- Provides other organizational support as required.

*(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.)*

**MINIMUM REQUIREMENTS:**

***Education and Experience:***

- Bachelor’s degree in business administration, finance, accounting or related field. Five years of progressively responsible government accounting, budgeting, and/or fiscal management experience, including experience with a computerized accounting system.
- Must have a valid Florida Driver’s License.

***Knowledge, abilities and skills:***

- Working knowledge of computer applications including Microsoft Word, Excel, Outlook, PowerPoint, Access, Publisher and e-mail;
- Working knowledge of computer based financial management programs such as the Grants Management System;
- Working knowledge of payroll and human resource and tax regulations that impact payroll;
- Ability to work independently and in collaboration with the Executive Director to meet project schedules and deadlines;
- Good interpersonal skills and the ability to communicate effectively both orally and in writing;
- Ability to work cooperatively and supportively in a team environment;
- Ability to establish and maintain positive working relationships with individuals or groups of people with diverse interests including business and industry professionals, elected officials, advisory committees and the public;
- Thorough knowledge of laws, regulations and statutes as related to collection and disbursement of revenues generated through federal, state, and local sources;
- Extensive knowledge in the field of local government administration and management;
- Extensive knowledge of government budgeting and financial administration;
- Ability to plan, organize, supervise and coordinate the financial activities of the agency.

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:**

- Works in an office environment.
- Light physical activities and efforts required working in an office environment.
- Moderate physical activity, supporting community events, sometimes in outdoor environments and requiring prolonged standing.

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)*

Employee: \_\_\_\_\_ Executive Director: \_\_\_\_\_