

Community Transportation Association of Idaho

“Supporting, Coordinating, and Promoting Mobility in Idaho”

Accounting and Procurement Specialist

Pay Grade: \$35,000 to \$45,000

FLSA Designation:

Non Exempt

General Statement of Duties

Provides complex financial and administrative support to the Director of Operations and Membership, Executive Director, Board Members, staff, association members, public and private agencies and the general public for the Community Transportation Association of Idaho (CTAI); performs related work as required.

Classification Summary

The principal function of an employee in this class is to provide complex financial and administrative support to assist the Director of Operations and Membership in coordinating CTAI financial services and statewide operations. The position requires knowledge of GAAP for non-profits and federal sub-recipients, QuickBooks, and excellent organization and communication skills. Primary duties include providing accurate and timely financial information to staff and board members; maintaining accurate and accessible financial and management data; performing accounts payable and accounts receivable functions; preparing monthly financial reports; assisting in the budget development process and preparations for the annual audit; preparing items for the annual submittal of state and federal tax forms; providing oversight of the procurement function; ensuring CTAI meets all State of Idaho, Federal Transit Administration (FTA), and Federal Highway Administration (FHWA) procurement rules and guidelines; and performing routine administrative functions. The Accounting and Procurement Specialist may supervise subordinate positions. The work is performed under the supervision of the Director of Operations and Membership although latitude is allowed for independent judgment and initiative. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities

- Manages day to day accounting for all CTAI offices including preparation of payroll.
- Complies with all laws and regulations relating to operations and funding agencies.
- Works with the Director of Operations and Membership to analyze financial policies and procedures and create new or revise existing methods based on financial best practices.
- Assists Director of Operations and Membership in annual budget development process.
- Assists Director of Operations and Membership in identifying cost saving strategies for the organization
- Assist Director of Operations and Membership in ensuring all grant requirements and certifications are being met.
- Performs and processes accounts receivable and accounts payable functions for all CTAI accounts.
- Develops complex invoices for multiple agencies.
- Assists and participates in Finance Committee meetings.
- Works with staff to ensure financial policies and procedures are understood and are being followed.
- Creates and maintains CTAI financial files, records and documents.
- Processes invoices, payments, purchases, and contracts.
- Payroll management, including tabulation of accrued employee benefits.

- Disbursement of checks for association expenses.
- Responds to inquiries and requests for information and provides assistance to CTAI members and other interested parties;
- Performs special assignments, independent research, and/or projects as assigned.
- Keeps supervisor and relevant others informed of activities, achievements, and challenges.
- Performs all work duties and activities in accordance with CTAI policies, procedures, and safety practices.

Other Duties and Responsibilities

- Cross-trains to assist other positions as needed during an employee's absence;
- May train and direct subordinate positions including assigning tasks, ensuring assignments are completed, and equalizing workloads;
- Performs other related duties as required.

Required Knowledge, Skills and Abilities

Knowledge of:

- GAAP Financial procedures.
- Accounts payable and accounts receivable practices.
- Budget development and forecasting practices.
- Financial reporting for use by internal and external users.
- Complex invoicing of governmental agencies
- Cost allocation across multiple grants and contracts.
- Software systems such as QuickBooks, Microsoft Excel, Microsoft Outlook, and Microsoft Word.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Principles and processes for providing effective customer services.
- Research techniques for preparing reports, analyzing data, and improving office practices.

Preference will be given to those with knowledge of:

- OMB Circular A-133 and/or OMB Circular A-110
- Federal and state procurement rules
- Non-profit accounting
- State and Federal taxes for non-profit
- Experience working with federal sub-recipient dollars and/or governmental contracts.

Acceptable Experience and Training

- Bachelor Degree in Accounting or related field with two (2) or more years of experience in related field;
- Associate Degree in Accounting or related field with four (4) or more years of experience in related field; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work of the Accounting and Procurement Specialist.