



ALLENTOWN PARKING AUTHORITY

Finance Manager

The Finance Manager is responsible for directing the day-to-day fiscal functions of the Allentown Parking Authority (the “APA”) in accordance with generally accepted accounting principles. The Finance Manager is a member of the Senior Management Team and participates in the leadership of the APA. The Finance Manager supervises the APA's accounting staff and works closely with the Executive Director and Deputy Director(s), Administration and the auditors.

ESSENTIAL FUNCTIONS

- Prepares monthly financial statements and annual budgets.
- Prepares audit schedules, MD&A and all support and analysis requested by external auditors.
- Provides guidance to the accounting staff, including all accounting, payroll, accounts receivables, accounts payables and cash receipts.
- Manages workers compensation and general insurance requirements.
- Oversees health insurance and retirement benefits.
- Provides strategic financial input and leadership on decision making issues affecting the APA.
- Ensures compliance with all applicable regulatory requirements regarding financial reporting.
- Serves as a fiscal resource with development projects, as well as purchasing/leasing decisions.
- Manages cash accounts, debt service and investments.
- Attends monthly Board of Directors meetings to provide monthly statements and reports to the Board.

REQUIRED QUALIFICATIONS

- Bachelor of Science Degree in Accounting CPA or MBA a plus.
- 8 to 10 years’ experience in financial management.
- Background screening, including criminal and credit record checks.

PREFERRED QUALIFICATIONS

- Solid understanding of generally accepted accounting principles and GASB.
- Advanced PC skills (Excel, PowerPoint, Word, and Outlook), accounting systems experience.
- Skills and experience include budget preparation, financial analysis, fixed asset management, cash management, purchasing, risk management.
- Outstanding planning and time management skills.
- Ability to read, analyze, and interpret complex contracts and financial documents.
- Excellent interpersonal and communication skills.
- Individual must be flexible, a self-starter, team oriented, and capable of multi-tasking.

WORKING CONDITIONS

- Out-of-town and overnight trips are possible.
- Some off-site work at other program sites is possible.

BENEFITS

- Comprehensive Health Benefits – Medical, Dental, Vision and Prescription
- Voluntary Life Insurance and Short-Term Disability Insurance
- Retirement Plan with APA match
- Optional benefits available
- Generous Paid Leave Time
 - Vacation
 - PTO
 - 10 Observed Holidays