

# RideKC STREETCAR™

**JOB TITLE:** Financial Manager

**REPORTS TO:** Kansas City Streetcar Authority Executive Director

**TYPE:** Full Time

## **OVERVIEW:**

The KC Streetcar Authority (KCSA) is a 501C-3 organization responsible for overseeing and supporting the operations, maintenance, marketing, public outreach, and expansion of the KC Streetcar system.

The KCSA is seeking a full-time Financial Manager to oversee the financial, procurement, and compliance functions of our expanding streetcar operations and organization. This critical role will enhance the capacity of our growing team and serve as an integral part of the streetcar leadership group, ensuring effective management of the agency's finances, procurement processes, and compliance responsibilities.

The position will provide an exciting opportunity to participate in and support the expansion and operation of the KC Streetcar system. At minimum, this is a financial management position who can work independently and with the Executive Director to meet the responsibilities below. For an individual with more advanced experience, there are opportunities to take on higher level financial leadership responsibilities and duties (Finance Director, Chief Financial Officer, etc.).

## **RESPONSIBILITIES:**

- **Processes and Procedures Support:**

Working with the Executive Director, advise on areas of potential improvement related to KCSA organizational financial management systems, processes, and procedures. Support the management of QuickBooks on-line and on-line bill pay management systems. Oversee internal controls and accurate record keeping. Support implementation of recommendations as assigned.

- **Accounts Payable:**

Support the accounts payable process, the management of related financial transactions in QuickBooks, and the timely payment of bills. Assist with processing of invoices, internal path of review payment authorizations, and payment of approved expenditures. Experience with QuickBooks on-line and on-line bill paying software is required.

- **Billing & Accounts Receivable:**

Support the accounts receivable process. Assist with preparation of billing and invoicing, and management and maintenance of related data and AR records.

- **Yearly Budget Development and Monthly Reporting:**

Work with Executive Director, KCSA Staff, and Support KC contract partners to develop, review and quality control agency annual budgets in addition to monthly and year-end financial reporting. Develop standalone financial and trend reports as necessary.

- **Annual Audit and Tax Filing Support:**

Work with the Office Manager, contracted audit firm, and Executive Director to lead and fulfill annual audit and year-end 990 reporting processes. Support third-party and agency oversight auditing as necessary.

- **Procurement and Purchasing Support:**

Working with the Executive Director and the Director of Operations, support targeted procurement and purchasing activities, including procurement postings and bid solicitations, cost estimate compiling, and vendor communications.

- **Compliance Support:**

Working with the Executive Director, advise on all aspects of compliance support, including Federal, State, and Local compliance requirements.

**QUALIFICATIONS:**

- A bachelor's degree in accounting, business or equivalent experience
- 5+ years of directly relevant experience
- Familiarity with Not-for-Profit accounting standards
- Experience with QuickBooks; tax filing and reconciliations
- Experience with on-line bill pay software
- Strong working experience with Microsoft Excel and Word

**Required Attributes:**

- Ability to work collaboratively with all employees of the organization
- Highly organized and detail-oriented
- Strong personal initiative and deadline driven
- Excellent analytical and problem-solving skills
- Able to handle multiple priorities
- Strong oral and written communication skills

**WORK ENVIRONMENT:**

- This position operates in a professional office environment (Singleton Yard)
- The role routinely uses standard office equipment including computers, phones, copiers, etc.
- Travel within the metropolitan area may be required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Must possess current legal authorization to work in the United States and not require sponsorship now or in the future (i.e., H1-B, F-1, or TN visas or any other non-immigrant status).

**COMPENSATION AND BENEFITS:**

- Competitive salary commensurate with experience (starting salary of \$85,000).
- Comprehensive benefits package includes health, dental, vision, & life insurance plans; 401K retirement plan with employer match; paid time-off and paid holidays.

**REQUIRED LICENSES OR CERTIFICATIONS:**

None

**HOW TO APPLY:**

Interested and qualified candidates should submit a cover letter and resume to Ebony Jackson at [ejackson@kcstreetcar.org](mailto:ejackson@kcstreetcar.org). This position is open until filled.

For more information about the KC Streetcar, visit [www.kcstreetcar.org](http://www.kcstreetcar.org), or find KC Streetcar (@kcstreetcar) on YouTube, Vimeo, Facebook, Bluesky, TikTok, and Instagram.

**EEO STATEMENT:**

The KCSA is an equal opportunity employer.