



440 N Ferry Street  
Grand Haven, MI 49417

## JOB POSTING

Working at Harbor Transit isn't just work. It's work that moves people, and we are proud of it! There is a sense of togetherness here that comes from knowing we are making a difference every day and doing good for our Tri-Cities. At Harbor Transit we are driven to help people from all stages of life. We empower our staff to serve our customers with professionalism, compassion, understanding, and a willingness to help; and, it shows!

Harbor Transit is currently searching for an experienced and strategic, **full-time Finance Director** to lead all financial operations of the organization. Reporting to the Executive Director, this role oversees budgeting, accounting, audits, payroll, grants, and financial compliance while ensuring alignment with federal, state, and local regulations.

### Essential Functions

- Lead and manage all accounting functions, including general ledger, reconciliations, financial reporting, and invoicing
- Develop and administer operating and capital budgets; support long-range financial planning
- Oversee payroll processing and required tax reporting
- Manage grants, including applications, compliance, and reimbursements
- Coordinate annual audits and ensure compliance with FTA, MDOT, and other regulatory requirements
- Supervise and mentor finance staff and promote strong internal controls and processes
- Support procurement activities and financial reporting for internal and external stakeholders

### Qualifications

- Bachelor's degree in accounting or related field (CPA or master's degree preferred)
- Minimum of 5 years of progressive finance/accounting experience, including supervision
- Strong knowledge of governmental fund accounting, budgeting, and audits
- Advanced Excel skills; experience with BS&A Cloud, financial systems/databases preferred

### Pay and Benefits

- Annual pay starting at \$85,779, with annual step increases and cost-of-living increase, as budget allows; health, dental, disability, and life insurance coverage; generous retirement plan with an 8% employer contribution, including an additional health care savings plan with a 3% employer contribution; paid time off (PTO); and, educational and life-long learning opportunities

### How to Apply

- Apply with a cover letter and resume in person or through email at: [HR@harbortransit.org](mailto:HR@harbortransit.org)
- Application Deadline: May 3, 2026, or until filled.

Harbor Transit is committed to Equal Employment Opportunity and to attracting and retaining the most qualified employees regardless of religion, race, sex, color, national origin, age, height, weight, familial status, marital status, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by law.

## **JOB DESCRIPTION**

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Position: **FINANCE DIRECTOR**  
Department: Administration  
Reports To: Executive Director  
Status: Regular, Full-Time, Exempt  
Pay Grade: 9  
Revision: 04/26

### **SUMMARY:**

Under the supervision of the Executive Director, develops, plans, and completes the financial and accounting activities of Harbor Transit including budget development and administration, purchasing, audit, general ledger maintenance, and other accounting processes. Oversees and coordinates Harbor Transit's financial policies and procedures with the FTA, MDOT, and other transportation agencies.

### **ESSENTIAL FUNCTIONS:**

- Plans, organizes, and oversees all aspects of the Harbor Transit accounting activities. Performs a variety of routine and complex accounting functions. Makes journal entries, records expenses, revenues, transfers, and corrections, and completes various bank and account reconciliations. Maintains fixed assets and generates financial reports as requested. Generates monthly, quarterly, annual, and other invoices to external customers. Tracks payments received and follows up on delinquencies. Maintains related files and documents.
- Coordinates and participates in the preparation and administration of the Harbor Transit operating and capital budgets. Assists with developing budget requests and revenue and expense projections, attends budget meetings, and recommends budget transfers and amendments. Compiles data, reviews budget estimates, generates reports, and completes other related budget tasks. Prepares financial reports and summaries as requested.
- Assists with long-range forecasting for Harbor Transit. Performs feasibility studies, prepares statistical analysis, completes financial forecasting, develops the Transit Asset Management (TAM) plan, and completes other related tasks.
- Researches grant and other fundraising opportunities, prepares and submits applications, administers grant funded projects, and oversees grant-related expenditures and reimbursements.
- Oversees, coordinates, and participates in the annual financial audit including the development and organization of work papers and schedules. Creates and maintains action plans in response to audit discoveries and compliance violations. Coordinate employee meetings and training on new regulations and processes.

- Enters data, creates and maintains spreadsheets, and prepares standard and special reports. Prepares and composes forms, correspondence, reports, memos, receipts, vouchers, and other similar documents and/or materials.
- Responsible for the completion and accuracy of all payroll related functions, whether directly or indirectly. These functions included, but are not limited to the confidential preparation, updating and processing payroll and periodic earnings reports on a bi-weekly basis; prepares quarterly Form 941 and MI UIA 1028 reports; prepares annual W-2, W-3, 1099 and 1096 Forms.
- Serves as the primary point of contact for the Triennial Review. Monitors existing and new MDOT, FTA, and other transit-related regulations, policies, and procedure and ensures Harbor Transit remains in compliance.
- Assists in researching and preparing bid requests for service providers and suppliers. Assists employees in developing specifications and bid documents, reviews bids, and makes recommendations on vendors and contractors. Purchases departmental equipment and services according to established purchasing requirements.
- Recommends changes in internal controls, operational procedures, and accounting systems as appropriate and participates in developing new policies and procedures to improve departmental performance.
- Responsible for the maintenance of all necessary records in accordance with administrative rules, contract language, and legal requirements including State and Federal legislation and local ordinances and regulations. Compiles operational statistics and completes a variety of reports required by the City, State, and other agencies.
- Attends various meetings, completes research and special projects, makes recommendations, and gives presentations as requested. Serves as staff liaison to boards and committees as assigned.
- Responds to standard and complex inquiries and provides information regarding department operations, policies and procedures. Resolves routine issues independently and refers more complex situations to the appropriate party.
- Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
- Supervises, leads, and mentors Finance staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; and making hiring, termination and disciplinary decisions and recommendations. Leads the Finance team in developing and maintaining high levels of customer service, professionalism, individual skills, and effective teamwork approach across the organization.
- Performs other duties as assigned.

#### **EDUCATION, EXPERIENCE AND TRAINING:**

- A bachelor's degree in accounting or a related field is required. Master's degree in business or designation as a Certified Public Accountant is preferred.
- Five or more years of experience in accounting, finance, or related field is required, including supervisory experience, preferably in a municipal or transportation setting.
- Demonstrated experience with budgeting, financial analysis, internal controls, and audits.

- Advanced level in Microsoft Excel preferred. Experience working in databases preferred. Experience with BS&A Cloud preferred

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Strong knowledge of generally accepted accounting principles and governmental accounting principles and practices and the ability to apply them accurately.
- Strong knowledge of governmental laws and regulations and the ability to interpret and apply laws to a variety of financial functions.
- Knowledge of Federal, State, and local regulations regarding municipal public transportation services.
- Knowledge of Harbor Transit organizational structure, policies, and operations.
- Skill in the use of office equipment and technology, including computers, specialized financial programs, and other related software, and the ability to master new technologies.
- Skill in assembling and analyzing data and information, administering budgets, and preparing comprehensive and accurate reports.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Ability to communicate complex financial information clearly and professionally, present ideas and concepts verbally and in writing, and make presentations in large group settings.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees; federal, state and municipal officials; professional contacts; community leaders; the media; and the public.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.

### **PHYSICAL AND MENTAL DEMANDS:**

- Hearing, seeing, speaking.
- Reading, reasoning, problem solving.
- Communicating verbally and in writing to employees, supervisors, and suppliers.
- Frequent interruptions.
- Contact with auditors, residents and visitors, in person and via phone.
- Consistently adhere to a defined work schedule, and be present onsite, as the essential duties of this role require reliable presence for planned or unplanned in-person meetings, and other interactions necessary to operate efficiently, including the communication of assignments to and from managers and direct reports, and other day-to-day activities to serve internal and public access needs.

### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email, or in person, and move around the office to travel to other locations. Additionally, the employee works in or around a maintenance garage. The employee is exposed to moving mechanical parts, fumes or airborne particles and adverse weather conditions. The noise level in the work environment is usually moderate. The employee must travel occasionally to attend meetings and conferences.

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Acknowledgment:

The primary purpose of this job description is to aid in establishing this specific job classification. The list is not all inclusive of the total scope of duties that may be necessary to be performed in relation to this position. The qualifications listed are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

I acknowledge that I have received a copy of this job description.

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Employee Printed Name

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Date

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Employee Signature