

POSITION AVAILABLE
DIRECTOR FINANCE AND ADMINISTRATION
OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY (MAPA)

MAPA is the Council of Governments serving the six-county MAPA region (Cass, Douglas, Sarpy and Washington Counties in Nebraska and Mills and Pottawattamie Counties in Iowa) in transportation planning and community and economic development. MAPA seeks to hire a Director of Finance and Administration to lead the agency's fiscal and administrative functions.

Essential Duties and Responsibilities:

- Maintain current and effective financial procedures for the Agency.
- Provide leadership and support to the Agency's finance, administration and public-relations staff members.
- Conduct analysis of work in order to assist the Executive Director and the management team in Agency management.
- Attend and participate in the Agency's Board of Directors, Council of Officials and Finance Committee meetings on a monthly and quarterly basis.
- Assist with development and review of all contracts, amendments and grant agreements.
- Coordinate the agency's annual audit, supervise banking functions, and maintain investments.
- Supervise Agency accounting records, balancing of accounts, and preparation of fiscal statements and reports.
- Oversee expenditures, receipt and disbursement of funds, journal entries, and management reports.
- Prepare and review grant budgets; reimbursement requests, progress reports, cost allocation plans, and requests for financial information.
- Ensure compliance with federal, state and local regulations.
- Make recommendations on general liability insurance and office equipment leases.
- Serve as a MAPA representative on the Nebraska Public Agency Investment Trust (NPAIT).

Requirements Include:

- Bachelor's Degree in finance or a relevant degree and seven to ten years of direct or related finance and operations experience.
- Certified Public Accountant preferred.
- Knowledge of the principles of office management and contract administration, and the ability to apply these principles.
- Experience and knowledge of internal control procedures, government accounting standards, generally accepted accounting principles, federal grants and federal cost principles.
- Familiarity with public meeting and record keeping requirements preferred.
- Must have strong organizational skills and the ability to prepare and interpret quantitative data.
- Ability to establish and maintain effective working relationships with elected and appointed officials, public and private agency employees, groups interested in planning, and the general public, as well as fellow employees.

MAPA reserves the right to hire at an appropriate level and duties may be adjusted to fit the candidate's qualifications. Salary Range: \$73,101 – \$115,000. MAPA is an Equal Opportunity Employer (EOE). Position will remain open until closed.

For more information on MAPA see our website www.mapacog.org .

Please apply online at: <https://secure.careerlink.com/job/14252-26>