



Ohio Transit Risk Pool

Job Description: Senior Financial Specialist

12-01-2020

Salary Range: 50,391 – 93,516

Position Summary

The Senior Financial Specialist is responsible for the analyzing past, present and future financial data of the organization and applying principals of finance for all aspects of the business. The Senior Financial Specialist maintains professional relationships with OTRP members, staff, OTRP service providers and the Transit Industry as a whole to provide effectively the administration of OTRP's Financial Program.

Position Requirements

The Senior Financial Specialist shall, at a minimum, have an Associates' Degrees, or Bachelor's Degree, and have several years of experience in Finance.

The Senior Financial Specialist shall have the ability to:

- Communicate verbally and in writing.
- Act in a self-directed and independent manner.
- Legally operate a motor vehicle.
- Physically navigate member Transit Properties.
- Occasionally lift up to 40 pounds (paper, office supplies, etc.)
- Learn PC's and software applications including word processing, financial management/accounting, spreadsheets, data bases, claims information systems, desktop publishing, e-mail, etc.
- Understand Office terminology, practices, procedures and equipment.
- Coordinate and develop presentations and conduct training sessions on job specific topics.

In addition, the Sr. Financial Specialist shall be skilled/knowledgeable (or have the ability to become skilled/knowledgeable) in the following areas:

- General accounting principles including issuance of a GAAP statement.
- Ability to design and implement complete finance system.
- Understanding of complex budgeting, investment strategies, and financial processes.

The Sr. Financial Specialist is expected to work weekdays between 8 AM and 5 PM. The Sr. Financial Specialist will spend approximately 50% of their time in an office environment with the additional 50% divided between walking/navigating, standing, operating a motor vehicle, attending meetings, or doing field investigations off-site. The Sr. Financial Specialist must be able to remain stationary for long periods of time;

occasionally move about the inside of an office to access filing cabinets, office machinery, and other tasks; constantly operate a computer and other office machinery; share accurate information with clients, claimants, and co-workers both in person and electronically; and occasionally work in outdoor weather conditions. A flexible work schedule may be permitted, subject to the approval of the CEO, provided it can be consistently maintained and meets the needs of OTRP. Requirements to work in excess of a 40-hour workweek will be rare but may include extra hours on weekdays or weekends as circumstances require.

General Duties and Responsibilities

1. Makes decisions and operate in accordance with established OTRP policies and procedures.
2. Proofreads and independently composes correspondence.
3. Prepares reports, presentations, summaries, and studies as needed or required.
4. Maintains filing system for all Financial Records
5. Creates a budget and works with the OTRP CEO for all Financial Department requirements.
6. Assists in making contributions to the OTRP newsletter/website, and making periodic reports to the OTRP Board
7. Assists CEO in the development of quarterly Board/Committee packets and attends OTRP Board meetings.
8. Performs other duties as assigned by the CEO.

Specific Duties and Responsibilities

9. Responsible for high level financial oversight and controls.
10. Responsible for all aspects of Payroll and Benefits payments including but not limited to OPERS.
11. Maintains bills payable account, verifying charges, and directing the issuance of payments.
12. Maintains accounts receivable, prepares invoices and handles the collection and deposits of all payments.
13. Responsible for all collections and implementation of Board Policies regarding late payments.
14. Books interest and fees for all accounts and participates in reconciliation.
15. Books monthly claims reserves and actuarial adjustments for all companies.
16. Performs internal systems reconciliations.
17. Performs reconciliations for all accounts.
18. Prepares all required financial reports.
19. Assists OTRP's actuary with the annual actuarial reserve and rate study.
20. Manages the procurement process and grant process as required and applicable.
21. Responsible for managing the internal processes to avoid fraud including the oversight of programs such as Positive Pay or other fraud deterrent matters.
22. Manages all third-party vendors who perform accounting functions.
23. Responsible for all aspects of invoicing for all companies involved.
24. Maintains the deductible billing process.
25. Creates the budget-to-actual documentation and forecasting and controls internal expenditures as budgeted.
26. Makes recommendations of the appropriate use of assets.

27. Evaluates and analyzes capital expenditures, depreciation, proposals, investment opportunities, rate of return, profit plans, operating records, financial statements, etc.
28. Prepares audit work papers and acts as liaison for all financial audits.
29. Assists in the creation of loss fund rates, program rates and COBRA rates.
30. Develops and assists the CEO with financial policies, procedures and applications.
31. Assists the CEO in development of the Budget Documents.
32. Provides function and technical direction to other staff members.