



BCATS

BATTLE CREEK AREA TRANSPORTATION STUDY

601 Avenue A • Springfield, MI 49037 • 269-963-1158 • bcats@bcatsmpo.org

FINANCE DIRECTOR POSITION DESCRIPTION

POSITION SUMMARY

The Battle Creek Area Transportation Study (BCATS), located within the Battle Creek Michigan urbanized area, is seeking a Finance Director. This is a professional position at a Metropolitan Planning Organization (MPO) involving the financial coordination of an areawide metropolitan transportation planning program. Primary duties are oversight of the day-to-day operations of BCATS' finance and office management within the policies and guidelines adopted by the BCATS Policy Committee, as well as the requirements of Michigan Department of Transportation (MDOT) and the USDOT relative to metropolitan planning organizations. This position interacts with local governmental agencies, MDOT, FHWA, and FTA staff personnel and the public. This position reports directly to the BCATS Executive Director. The position is a full-time, salaried position with traditional weekday (M-F) office hours at a staff office located in the City of Springfield, Michigan, with the potential for remote work. There may also be evening meetings, travel, and events outside of the regular hours schedule.

AREAS OF RESPONSIBILITY & PRINCIPAL DUTIES (not all inclusive)

- In coordination with the BCATS MPO Director, develops the annual Unified Work Program (UWP) financial information and budget;
- Coordinates and reviews the financial activities of the Study, including periodic contract activities, invoicing, financial reporting, and annual audit
- Assists the MPO Director in maintenance of the office environment; general office management
- Manages the areawide transportation planning program financial management aspects, including acting as a liaison with Federal, State and Local agencies
- Conducts selected planning work and studies to support the annual UWP
- Coordinates the financial activities of the BCATS Policy Committee and the Study Management Committee, providing advice and information
- Implements the finance decisions of the BCATS Policy Committee
- Represents BCATS at meetings and conferences with public and private agencies relative to areawide transportation
- Provides information regarding BCATS to the general public

POSITION QUALIFICATIONS & REQUIREMENTS

Education and Experience

A Bachelor's degree in transportation planning, urban planning, civil engineering, finance, economics, business, accounting, or a related field, and five years of progressively responsible finance or transportation planning experience. Supervisory experience preferred. A Master's degree in an appropriate field may substitute for two years of required finance or transportation planning experience, at the discretion of BCATS.

Experience obtained in a metropolitan planning organization, or equivalent state transportation department is desirable.

Knowledge, Skills, and Abilities

- Working knowledge of the metropolitan transportation planning process
- Working knowledge of current Federal and State transportation programs, laws, and regulations
- Working knowledge of bookkeeping practices and QuickBooks online
- Ability to work cooperatively with professional staff
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness in all settings
- Well organized and able to coordinate multiple priorities
- Effective written, verbal and presentation skills allowing for clear and concise presentations to the BCATS Committees and the public
- Ability to manage confidential information
- Skill in the use of Microsoft Office software, including but not limited to Word, Excel, PowerPoint, and Outlook
- Experience managing public involvement platforms (social media, website)
- Possession of a valid Michigan driver's license and a reliable method of transportation

COMPENSATION & BENEFITS

Financial Compensation

This position has a salary range starting at \$80,000. Starting compensation is commensurate with qualifications and experience. The range for the position allows for

growth within the position over time. Payroll is paid every two weeks.

Medical/Dental/Life Insurance Benefits

BCATS professional level employees have the option of health insurance through their choice of plan options available through group coverage with a member agency. At present, this includes HMO and PPO plans, including PPOs with high deductible options, which allow for the use of a Health Saving Account (HSA). Plans are available on a 1-person, 2-person, or family basis. Due to State of Michigan legislation, BCATS is required to pay no more than 80% of medical health insurance premiums for employees. The employee's 20% of the premium is direct deducted from each paycheck on a pretax basis, thereby lowering the employee's taxable income.

Other benefits provided through group plans include dental insurance which is 100% agency paid and life insurance, also 100% agency paid, and the option of FSA (medical and child-care accounts) participation.

Current Additional Benefits

- SEP-IRA retirement plan with 100% of the contribution provided by BCATS, immediately eligible
- Vacation leave is earned on a tiered basis dependent upon longevity - up to four weeks after ten years of service
- Paid sick leave (7 paid days)
- 14 paid holidays (including a birthday holiday that is a floating holiday and included in the vacation leave allocation)
- Free parking at the office
- Employee assistance program through the group health insurance
- Paid training opportunities

Current Optional Benefits (available at 100% employee cost)

- Vision insurance
- Supplemental life insurance
- Supplemental hospital, critical illness, and accident insurance

To apply for this position, interested individuals should provide a letter of interest and resume by email to:

bcats@bcatsmpo.org - with Subject line Finance Director Search

or to the BCATS office address at:

Finance Director Search
Battle Creek Area Transportation Study
601 Avenue A, Springfield, MI 49037

Applications need to be received by BCATS by February 17, 2025.

The Battle Creek Area Transportation Study is an Equal Opportunity Employer in accordance with applicable federal laws.