



POSITION OPENING – FINANCE MANAGER

The Northern New England Passenger Rail Authority (NNEPRA) is a public transportation authority created to develop and provide passenger rail service between Maine and Boston and points within Maine. NNEPRA's small and dedicated team manages the budget, contracts, promotion, capital projects and customer services associated with the Amtrak Downeaster and is respected nationally for innovation and commitment to excellence.

NNEPRA is seeking a self-driven, experienced and professional Finance Manager to join our team in Portland. As the principal financial officer, this position is responsible for providing stewardship, expertise and foresight to guide the fiscal management and administration of the Authority. The Finance Manager is responsible for crafting, managing and continually monitoring operating and capital project budgets in compliance with established commitments, managing Federal grants and public financial accounts, and performing audit and reporting functions.

Qualifications:

- Bachelor's Degree in business, accounting, public administration or a closely related discipline; and 10 years of related experience, five of which must have been in a managerial or supervisory capacity; or a satisfactory equivalent of education and experience.
- Experience managing state and federal grants preferred.
- High ethical standards, strong finance and accounting background, excellent quantitative and qualitative analytical skills, detail orientation, and mastery of Excel and financial management software.
- Strong oral and writing skills with proven ability to effectively communicate and interface with individuals at various levels within and outside the organization.
- Proven ability to prioritize numerous requests, meet timelines and support the needs of the team.

Interested candidates should submit letter of interest and resume to:

Executive Director
NNEPRA
75 W. Commercial Street
Suite 104
Portland, Maine 04101
patricia@nnepra.com

No phone calls, please.