

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (R2CTPO)

ACCOUNTING/OFFICE MANAGER

Salary: \$63,000 to \$91,700 DOQ, plus benefits

Closing Date: Open until filled

Initial Review of Applicants: Monday, March 9, 2020 by 5:00 p.m. EDT

The River to Sea Transportation Planning Organization (R2CTPO) coordinates transportation planning and the establishment of funding priorities for local governments, with input from member governments, planning organizations, the business community, citizens and community service agencies. The organization prides itself in offering a friendly and professional working environment, with collaborative decision-making, flexibility and autonomy. The TPO employs seven staff members with financial support primarily derived from federal highway and transit planning grants. We offer a competitive salary and benefits package, including employer provided health insurance and retirement plans.

The Accounting/Office Manager serves in a key role for the TPO providing support and recommendations in all aspects of financial planning, financial management, budgeting and facility operations for the organization. The person in this position works independently and with minimal direction to prepare reports that summarize the financial activities and position of the organization. This position works closely with the Executive Director and potential candidates are expected to conduct themselves with the highest level of integrity and professionalism. Applicants must be adept at building strong professional relationships, have a keen eye for detail and the ability to manage multiple projects and meet required deadlines.

The R2CTPO office is located in beautiful Daytona Beach, Florida within a short drive to world famous attractions, including the Daytona International Speedway, Kennedy Space Center and Central Florida theme parks. We serve a population of just over 600,000 people residing in Volusia County and the eastern portion of Flagler County. Our residents represent various ethnicities, abilities and age groups and our communities include rural towns as well as growing coastal cities.

Minimum qualifications for this position include a Bachelor's degree in Business Administration, Finance, Accounting or a related field and at least five-years of experience working government accounting, budgeting, and/or financial management. Preferred candidates will have experience with an MPO/TPO, transit agency or other federally funded public sector organization. An equivalent combination of education and/or experience may be substituted for the minimum qualifications.

Interested candidates can learn more about the organization and view additional information regarding this position at www.r2ctpo.org.

Resumes may be submitted by e-mail to: Debbie Stewart at dstewart@r2ctpo.org. Candidates will be required to complete an employment application prior to being interviewed.