



## Financial Manager- The Eastern Transportation Coalition

### **Position Summary / Purpose:**

Reporting to the Executive Director of The Eastern Transportation Coalition (TETC), the TETC Financial Manager serves as the Coalition's senior financial leader and strategic financial advisor with responsibility for the financial integrity, sustainability, and compliance of a multifaceted portfolio consisting of federal and state grants, membership revenue, and multi-partner initiatives.

The TETC Financial Manager oversees grant and contract financial management; leads invoicing and revenue recovery for Coalition members; and supports the Executive Director with high-level financial analysis, projections, and risk management. This position supports the Coalition's three programmatic areas (TSMO, Freight, and Innovation) and the Executive Director to ensure timely, accurate and proactive management of revenue streams, expenditures, purchase orders and subawards. The Financial Manager serves as the primary liaison between TETC and University of Maryland financial offices.

Specific Financial Manager roles include:

- Strategic Financial Leadership & Oversight:
  - Serve as the Coalition's chief financial advisor to the Executive Director, providing strategic guidance on financial sustainability, risk, and long-term planning.
  - Lead financial planning for a multifaceted portfolio across grants, memberships, and program initiatives.
  - Develop, monitor, and update Coalition-wide financial forecasts, cash flow projections, and scenario models.
  - Identify financial risks and opportunities and proactively recommend corrective actions to ensure the long-term viability of the Coalition.
  - Prepare financial reports, dashboards, and analyses to the Executive Director.
  - Establish quantitative approaches to measuring the benefits of Coalition membership
- Budgeting, Reporting & Financial Controls
  - Develop and manage the Coalition's annual operating budget and multi-year financial plan for Board approval.
  - Produce quarterly and annual financial statements for Coalition leadership.
  - Establish and maintain financial controls and internal procedures to ensure compliance with University, sponsor, and regulatory requirements.
  - Oversee the accurate recording of revenues, expenditures, encumbrances, and cost allocations in Workday and other systems.



- Grant, Contract & Revenue Management

- Provide financial oversight for all grant and contract activity, including federal, state, and multi-partner awards.
- Lead financial components of grant proposals, including budgets, justifications, cost-sharing, and compliance documentation.
- Collect, review and ensure all required documents are accurate and complete for purchase order requests including but not limited to scope, budget, vendor information, account information.
- Track all grant and contract revenue, including cost-share commitments, and ensure full recovery of all eligible funds.
- Develop and monitor detailed project-level financial tracking, including task-based cost allocations. Proactively identify and address financial issues.
- Ensure all sponsor invoices are accurate, fully supported, and submitted in accordance with award terms.
- Identify grants that are relevant to the Coalition's mission and maintain a master calendar of grant and prospects along with associated files and correspondences.

- Multi-State Invoicing & Accounts Receivable

- Lead invoicing for annual Coalition membership dues across 20 states and DC, ensuring accuracy, timeliness, and compliance with Coalition agreements.
- Track the financial standing of all Coalition purchase orders, review all invoices to ensure adequate funding and submit invoices for processing
- Monitor accounts receivable and proactively follow up on outstanding balances.
- Resolve complex billing, compliance, and funding issues with sponsors, partners, contractors and University financial offices.

- Operational Management & Organizational Support

- Establish procedural guidance that includes workflows, deadlines, and performance expectations for all parties engaged in Coalition grants and contracts.
- Serve as the primary financial liaison to University of Maryland central finance, sponsored programs, and accounting offices.
- As a senior member of a small, high-impact organization, contribute to cross-functional initiatives and operational needs that support the Coalition's mission.
- Perform other duties as assigned.

**Physical Demands:** Sedentary work performed in an office environment. Regularly required to communicate and exchange information and to use technology/devices. Position can be 100% remote.



## REQUIRED

- Bachelor's degree from an accredited college or university
- Seven (7) years of professional accounting or finance experience
- Two (2) years of experience supervising or managing professional staff
- Demonstrated problem solving, critical analysis, initiative, judgment and decision-making skills

## PREFERENCES

- Excellent interpersonal and organizational skills
- Demonstrated experience working in business systems and databases (e.g., Workday, Kuali +Financial System (KFS), Concur, PHR)
- Skill in summarizing, analyzing, and reporting financial information
- Ability to manage multiple priorities and competing demands
- Effective communication skills both verbally and in writing
- Ability to work and collaborate with members and staff from diverse cultures, backgrounds, and identity groups
- Familiarity with The Eastern Transportation Coalition, its mission and its members
- Interest in transportation field

## APPLICATION: Required Documents

1. Resume
2. Cover Letter

Since 2015, UMD has served as the Administrative Host of The Eastern Transportation Coalition (TETC). All TETC staff are employees of the University of Maryland (UMD), and eligible for all [employee benefits](https://uhr.umd.edu/benefits-and-wellness) (<https://uhr.umd.edu/benefits-and-wellness>) through the University. As such, applicants must submit required material through the UMD system.

To apply, visit:

[https://umd.wd1.myworkdayjobs.com/en-US/UMCP/job/Assistant-Director-of-Finance\\_JR103352](https://umd.wd1.myworkdayjobs.com/en-US/UMCP/job/Assistant-Director-of-Finance_JR103352)

Click "APPLY"

Note: Job title in UMD system is "Assistant Director of Finance" with position identifier "JR103352"

**Additional Information:** The Eastern Transportation Coalition is a collaborative impact organization working together to solve today's most pressing transportation challenges. The Coalition is a unique partnership of over 250 transportation agencies across the 20 states and Washington, D.C that extends from Maine to Florida. Our mission is to develop innovative and implementable ideas, exchange best practices, test emerging technologies, and leverage data and tools to address operational, intermodal, and funding challenges. We accomplish this mission by bringing diverse agencies and perspectives together in a proactive, inclusive, and agile manner.

For more information about the Coalition, please visit the web site at [www.tetcoalition.org](http://www.tetcoalition.org).