



# OZARKS TRANSPORTATION ORGANIZATION

A METROPOLITAN PLANNING ORGANIZATION

2208 W. CHESTERFIELD BOULEVARD, SUITE 101, SPRINGFIELD, MO 65807  
417-865-3047

## **Vacancy Announcement Job Open Until Filled**

*Position will not be filed until after April 20<sup>th</sup> and  
subject to OTO Board of Directors approval*

### **Operations Manager (Exempt)**

**Salary Range \$42,000 to \$65,000 annually**

### **Minimum Requirements:**

A bachelor's degree in accounting or business administration and three years experience in government accounting, accounts payable, or bookkeeping. QuickBooks experience is preferred, but experience in accounting software is required. Preference will be given to experience in governmental accounting and grant management.

### **Primary Purpose**

Performs responsible and complex administrative and financial duties as well as routine office management functions under the supervision of the Executive Director.

### **Supervision**

Under direct supervision.

### **Knowledge**

Modern office practices and procedures; accurate grammar, spelling, punctuation, sentence structure, and Standard English usage; business correspondence formats; record keeping and filing system methods; computer software applications; basic math skills for budget and other financial calculations. General accounting, financial reporting and administration principles; basic knowledge of business plans, financing projects, and budgets; basic knowledge of automated accounting systems utilization; computer software data base and spreadsheet applications; accounting procedures and financial analysis.

### **Important Functions**

1. Writes, reviews, evaluates and implements the operational procedures and policies to support organizational mission and ensure grant compliance while maximizing efficiency.
2. Oversees all financial management, reporting, records, payroll, invoicing, and accounts payable



3. Audit coordination and compliance.
4. Oversees organizational insurance policies
5. Attend various training programs and seminars for professional development purposes.
6. Performs responsible administrative and research work in the preparation of special and recurring studies and reports.
7. Monitors, prepares and maintains the annual budget and work program. Prepares quarterly and year end reports. Maintains the OTO checking account. Prepares monthly grant reimbursement requests. Reconciles the purchasing card and purchasing card expense reports.
8. Monitors contracts
9. Reads and interprets a variety of information, including applicable laws, codes, and ordinances.
10. Custodian of records for the Missouri sunshine law
11. Assists the senior staff by handling a wide range of administrative details that are often of a complex nature and require independent judgment.
12. Makes responsible decisions, often without specific directions, requiring incumbent to apply, interpret, and/or adapt guidelines.
13. Handles a wide variety of information on a regular basis containing highly confidential information.
14. Establishes, maintains, and when necessary, revises files including determining appropriate organizational methods.
15. Serves as the purchasing agent. Orders and maintains supplies, handles office procurement, and maintains W-9s. Researches issues related to the federal grant procurement. Updates the OTO procurement manual as needed. Prepares requests for proposals, bids, and qualifications as needed.
16. Coordinates special and/or recurring projects for Director, exercising considerable latitude in the design, development, and/or implementation of the project.
17. Screens telephone and in-person callers, determining those that can be handled by other personnel, and provides information to callers, which requires a comprehensive knowledge of OTO policies, procedures, and operations.
18. Supervises the preparation of a variety of public and administrative reports.
19. Conducts annual inventory.
20. Develops Disadvantaged Enterprise Goal and develops report.
21. Process and tracks employee leave requests
22. Oversees staff to ensure meetings run smoothly and rooms are ready and materials are prepared.
23. Revises Memorandums of Understanding and Bylaws as needed.
24. Presents to Boards and Committees.

**To Apply:** Send complete resume and application to [sfields@ozarkstransportation.org](mailto:sfields@ozarkstransportation.org). Application available at <http://www.ozarkstransportation.org/About%20Us/Employment.html>