INDIANAPOLIS CULTURAL TRAIL™
A Legacy of Gene & Marilyn Glick

Finance Manager

The Finance Manager position is responsible for the overall financial management of Indianapolis Cultural Trail, Inc., including the financial activities associated with a bikeshare program that will launch in spring 2014 and be located along the Indianapolis Cultural Trail: A Legacy of Gene and Marilyn Glick. Responsibilities also include budgeting, forecasting, fixed asset management, managing merchant accounts, managing accounting structure, handling accounts payable and receivable and day to day financial operations. The Finance Manager will work with the Executive Director and the Board Treasurer to establish annual budgets and financial policies, procedures and strategies for a growing organization. The Finance Manager reports to the Executive Director.

REQUIRED:

- Bachelor's Degree
- Experience with organizational financial management and accounting
- Proficient in Quickbooks and Microsoft Excel
- Strong commitment to customer service and attention to detail
- Willingness to learn new systems and skills
- Enthusiastic, self-motivated and committed to excellence
- Desire to work in a team environment and think creatively

PREFERRED SKILLS:

- Degree in Finance, Accounting or related field, Masters degree preferred
- Experience with a successful start up organization
- Experience managing membership or customer accounts and customer service
- Experience with IT systems
- Experience working with a management team and presenting financial information

Indianapolis Cultural Trail is committed to diversity among our staff and is an equal opportunity employer. It is our policy to recruit, hire, train, promote and administer any and all personnel without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, gender identity or expression, physical disability, or any other legally protected basis.

Interested individuals should send a resume to khaley@indyculturaltrail.org and list Finance Manager in the subject of the email. Resumes must be received by January 24, 2014. It is anticipated that the selected candidate will begin employment by the end of February 2014.