



Position Description

FINANCE DEPARTMENT SPECIALIST

Department: Finance

Exempt: No

Reports To: Comptroller

Date: November 2025

Position Summary:

The Finance Department Specialist is a core member of the Finance team, assisting with accounts receivable, invoice creation, deposits, and other key operations within the department.

Primary Responsibilities:

- Follow GATRA's Accounts Payable accounting procedures, including:
 - Scan or download the invoice into MUNIS/Enterprise ERP
 - Enter the required information and submit it to the department manager for approval
- Prepare all customer invoices as needed, including bulk ticket sales, contracted customers, and tenant rent
- Prepare all checks for remote and cash for deposits
- Enter deposits from Genfare, Stripe, nCourt into MUNIS/Enterprise ERP
- Create new vendors in MUNIS/Enterprise ERP with the 1099 information
- Scan needed documents for Finance
- Assist with the Drawdown process including scanning and filing the documents
- Keep track of Capital projects
- Performing related administrative duties may be requested by the Comptroller or Chief Financial Officer to ensure the ongoing success of the organization

Position Requirements:

- High School Diploma or equivalent
- 2+ years' experience in a related field/role
- Mathematical and logical skills
- Communication skills and problem-solving skills
- Proficient in Microsoft Excel
- Experience with MUNIS/Enterprise ERP preferred

Physical Demands/Conditions:

- General office environment



Equipment Used:

- GATRA owned computers, and software, general office equipment

Supervisory Scope:

- None

Pay Rate: \$24.72-\$27.47 per hour/ 35 hours per week

To apply, please send resumes to: Kylie Araujo, karaujo@gatra.org