



## Finance Director Position

Join the team that seeks to revolutionize the way Austinites navigate downtown. Starting in December 2013, Austin B-Cycle will provide a 24-hour, 7-days/week service of bikes on demand for members at kiosks located throughout the downtown Austin area.

Austin B-Cycle is hiring creative, forward thinking professionals to launch and grow Austin's first public bike sharing service. The Finance Director will be responsible for overseeing the various bank accounts and revenue streams of the organization as well as be responsible for paying all accounts payable and payroll. This position will also have primary responsibility for handling member account inquiry calls during business hours and membership fulfillment. This position will oversee Membership Services Coordinator staff as the organization scales to add these positions. The position is full time salaried with benefits.

### REQUIRED SKILLS:

- Bachelor's Degree
- At least 2 years experience overseeing finances of organization with at least \$500,000 budget
- At least 1 years experience setting up and processing payroll for organization with at least 4 employees
- At least 1 years experience in sales or customer service
- Attention to detail
- Willingness to learn new systems
- Strong math and accounting skills
- Enthusiastic, self-motivated and committed to excellence
- Experience generating financial documents including sales reports, balance sheets, and profit and loss
- Proficiency in Excel, Quickbooks, or equivalent software
- Ability to ride a bicycle
- Willingness to learn skill sets of other positions to fill gaps in need during first year start up period

### PREFERRED SKILLS

- Degree in Finance, Accounting or related field
- Bilingual fluency in Spanish
- At least 1 years experience managing membership or customer accounts for organization with thousands of customers



- Experience presenting financial statements and answering questions from board of directors or oversight committee
- At least 1 years supervisory experience

We are committed to diversity among our staff, and recognize that success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services. We are an equal opportunity employer and 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, ethnic identity or physical disability, or any other legally protected basis.

Applicants should have clean criminal record and must be willing to start on the week of November 11, 2013. Qualified candidates should submit cover letter and resume to Elliott McFadden at [elliott@bikeshareofaustin.com](mailto:elliott@bikeshareofaustin.com). No phone calls please.