

Inquiry on Finance Director job description

Information compiled on June 22, 2009

The Question: Please send a copy of your job description for the position of finance director.

Clallam Transit says...Please see attached.

Columbia County Public Transportation says... We do not have this position.

Community Transit says...Community Transit has a Chief Financial Officer and a Controller. Both job descriptions are available from our website: www.communitytransit.org by following the employment links. The job descriptions also list current pay ranges.

CUBS says....CUBS contracts all of its financial support through the City of Longview. Please see attached.

Grant Transit says...This position is contracted out at GTA.

Grays Harbor Transit says... Since we are a small agency we don't have a finance director as such, see attached for our job description for book keeper.

Island Transit says...Please see attached. The position is both Administration and Finance Manager.

Jefferson Transit says.... Please see the attached.

Link Transit says...Please see attached.

Mason Transit says...Please see the attached.

Pacific Transit says...We do not have a finance director.

Pierce Transit says...Please see attached. In case it is needed, the pay band is: \$81,400 to \$120,266 annually.

Pullman Transit says...Please see attached.

Skagit Transit says...Please see attached.

Spokane Transit says...Please see attached.

Twin Transit says... Twin Transit does not have such a position.

Valley Transit says...Please see attached

Whatcom Transit says...Please see attached

**Position Description
for
Finance Administrator**

Nature of Work

The Finance Administrator serves as Clallam Transit System's auditor and treasurer and is primarily responsible for maintaining the financial transactions of the Clallam Transit System. The financial transactions include but are not limited to payroll, accounts payable, general ledger, fixed assets, accounts receivable, banking functions, personnel benefits, and other related functions.

The Finance Administrator may at times perform duties and services in close proximity to the General Manager and CTS Authority board. As such work and information may at times be of a confidential nature, the exercise of discretion is required. The position is considered professional in essence and in the nature of the duties assigned and performed and, therefore, shall be conducted accordingly. High ethical and professional standards shall be expected at all times.

Supervision

The Finance Administrator shall plan, arrange, and establish priorities of the work to be performed and follow procedures and guidelines as set by the General Manager and Authority Board. The Finance Administrator shall report directly to the General Manager. However, the employee shall develop and maintain a routinely harmonious and cooperative working relationship with other CTS personnel and officers.

Examples of Work

The position may not at times perform all duties listed for any given period nor are all duties listed for the position. Other related duties shall be assigned as appropriate and necessary.

Responsible for the accurate and timely processing of payroll, related benefit and pay records and reports. Reviews payroll register before warrants are issued. Enters all new employees into payroll system, changes pay rates, modifies payroll procedures as needed, and documents the process. Acts as backup in the absence of the Administrative and Payroll Assistant and handles all exception processing.

Responsible for the accurate and timely processing of accounts payable, related records and reports. Sets up new vendors in the system and ensures that expenditures are properly coded. Reviews payables for payment before warrants are mailed.

Maintains subsidiary ledger of accounts receivable, follows up on routine late accounts. Alternates with Administrative and Payroll Assistant the daily backup of computer server.

Maintains general ledger in accordance with generally accepted accounting procedures. Maintains fixed asset ledger, posts new property acquired to ledger, assures proper identification number is affixed to property, writes property disposed of or destroyed off ledger. Posts annual depreciation.

Serves as liaison with bank, reconciles bank statements and cash accounts. Prepares cash for deposit and transmits it to bank, including emptying fareboxes into bags and preparing for security service to transport to bank for deposit.

Makes investments. Determines length, amount and type of investment.

Prepares monthly financial reports for CTS management staff and Authority Board. Prepares and transmits financial reports and billings for all grant funds.

Assists in preparation of annual budget and annual reports under the direction of the General Manager.

Assists the General Manager in analyzing proposals affecting employee benefits. Maintains benefit plan records. Conducts employee benefit orientation, and resolves benefit plan issues as they arise.

Performs such other related duties as required.

Requirements of Work

The following is a general description of the abilities acknowledged as necessary to perform the duties of this position.

Ability to learn rapidly the activities, policies, and procedures of CTS and of all applicable local, state and federal laws, regulations and procedures.

Ability to develop and produce reports and studies, prepare and direct preparation of comprehensive reports, budgets, materials, and correspondence, and to compile and analyze appropriate data as necessary.

Have a working knowledge of Generally Accepted Accounting Procedures and be able to apply them to government accounting.

Ability to work with proprietary, transit-specific, integrated software.

Physical Requirements

The following is a summary of the physical requirements of the work:

Requires sitting approximately 90 percent of time. Balance is spent traveling to conference room, copy room, file room, cash room, etc. Must be able to lift approximately 50 pounds. Be able to answer telephones and meet with employees, vendors, and others who have business with CTS. Must be able to read a variety of printed or handwritten material including invoices, statements, regulations, reports and/or forms. Must be able to operate a computer, adding machine, copier, etc.

Minimum Education and Experience

Requires a Bachelor's Degree in related field, with at least five years' experience in accounting.

Pay Range 4

This position is exempt from Fair Labor Standards Act

Revised 7/03
CTS014-A



Position Description

Position Title:	Finance Director	Last Revised:	June 2003
Position Status:	Regular Full-Time	FLSA:	Executive Exempt
Department:	14 Finance	Union Code:	60
Name of Incumbent:	Kurt Sacha	Union:	Non-Represented
Supervisor:	Asst. City Manager	Classification:	Grade 3

Position Overview:

This is a highly responsible managerial position with accountability for the direction, management and administration of the Finance Department including, finance, treasury, licensing and tax collection, fire pension administration, utility billing and collecting, purchasing, and City Clerk Records. Ensures compliance with City objectives and related state and federal laws. This position develops and monitors the City's biennial budget (2003-2004 \$128,990,000) and provides complex administrative support to the City's Executive Management Team, reporting directly to the Assistant City Manager.

Examples of Essential Duties and Responsibilities:

Assumes full management responsibility for all Finance Department services and activities; directs the maintenance and operation of the general accounting system for the City; recommends and administers fiscal policy for all City departments. Manages procedures and controls over municipal revenues and expenditures in all departments of the City, develops and implements Finance Department goals, objectives, and service/staffing levels, and allocates resources accordingly. Prepares and presents to the City Council, through the City Manager, annual reports of the financial condition of the City and other financial reports. Represents the City's Finance goals, as adopted by the City Council and/or directed by City Management to other City Departments and outside agencies; explains and justifies programs, policies, and activities; negotiates and resolves sensitive, significant and controversial issues. Directs and supervises subordinates in a teamwork environment in order to maintain a smooth day-to-day Finance Department operations. This is a "hands-on" position. Monitors and administers municipal accounting procedures adhering to all ethical and legal requirements relative to GAAP. Assumes the lead role in the preparation and maintenance of the City's budget and comprehensive financial reports. Performs revenue forecasting and updates financial data to assist City Management in developing and revising fiscal policies. Establishes policies for and monitors all investment activities for the City's investment portfolio. Responsible for the management of municipal licensing, taxing, and Local Improvement Districts (LID's). Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal finance and administrative operations. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Working Environment:

Work within buildings with regulated environment; no apparent hazards noted.

Knowledge & Abilities:

Knowledge of:

Municipal accounting and auditing including enterprise funds, Generally Accepted Auditing Standards (GAAS), General Accepted Accounting Practices (GAAP) and the ability to interpret accounting practices and theory involved; principles and practices of municipal finance administration including budget preparation, statistical methods, economics, and financial system design and analysis; management, supervision and participative management; State of Washington BARS, Longview Municipal Codes, and State of Washington RCW's as they relate to financial accounting.

Ability to:

Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel, delegate authority and responsibility; clearly and concisely communicate both verbally and orally comprehensive explanations of financial reports, summaries, and evaluations; develop, analyze and interpret large and complex budgets, financial data, summaries and statements and produce accurate financial reports; effectively identify problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; establish and maintain effective working relationship with staff, other employees/departments, City officials and the public; act as a staff advisor to the Asst. City Manager, City Manager and City Council; understanding of the City's political environment and sensitivities and ability to function effectively within that environment; design and implement functionally adoptive accounting systems as they relate to the accounts of the City's changing fund structure.

Education & Experience:

Degree from an accredited college or university with a major coursework in finance, accounting, business administration, public administration, or a related field required. Seven years of increasingly responsible experience in governmental financial planning and administration, including a minimum of three years of proven abilities in management and supervision. Experience should include computerized accounting and financial software program management, auditing, financial reporting, purchasing, billing, revenue collection and investment management, and/or any equivalent combination of experience and training. Preference given to advanced college degrees in business or public administration and/or the possession of a CPA certificate. Possession of, or ability to obtain within six months of appointment, a valid driver's license.

Equipment Used:

The following is an itemized listing of equipment that may be used in the performance of this job: Typical office equipment, including telephone, personal computer, data base and spreadsheet programs, photocopiers, fax machine, and calculators.

Resources Influenced:

Bi-Annual Operating Budget:	\$2,304.820
Total Employees in Chain of Command:	14.5

Directly Reporting Subordinates:

11.5

Organizational Characteristics:

Department Size: 14.5 Division Size: N/A to Position

Department Responsibilities:

The Finance Department is responsible for the City's financial budgeting, accounting, billing, collecting, capital investments, the City's records, voter registration, council minutes and issuing of various licenses.

Physical and mental Demands of the Job:

Physical:

Frequent standing in combination with walking (short distances) throughout work shift in office areas. Frequent sitting, may be extended at times, up to two hours, while doing desk activities. Occasional lift/carry up to 25 pounds documents, materials, file boxes, etc., up to 25 feet. Occasional push/pull force up to 10 pounds opening doors, drawers, moving materials. Frequent bending/twisting at waist/knees/neck while



Position Description

working at desk, work table, or moving from sitting to standing position. Constant use of both hands and arms in reaching/handling/fingering/grasping while operating office equipment, computer, preparing written documentation, handling paperwork, etc. Occasional overhead reaching and retrieving stored files from high shelves. Constant use of sight, hearing and speech abilities necessary to perform essential tasks and in communicating with Department employees, general public, City officials.

Mental:

Frequent mental alertness required, attention to detail and concentration while performing essential tasks. High degree of accuracy required. Must be able to work independently, make independent decisions and problem solve as needed. Must be able to delegate and motivate others to complete tasks within given timelines. Must be able to work under pressure with frequent interruptions. Must possess sufficient mathematical ability to prepare revenue forecasts, gather and interpret numerical data. Must possess good communication skills, both in writing and speaking, in English. Must be capable of exercising supervisory skills, problem-solving and interpersonal relations. Must be able to demonstrate leadership and team-building skills. Must have effective time management skills and be highly organized. Must be capable of training others by demonstration, setting goals and evaluating performance.

Occasional = 20% of time; Frequently = up to 80% of time; Constant = over 80% of time.

Job Description

Grays Harbor Transit Authority

Job Title: Bookkeeper

Reports To: General Manager

This is an Exempt Non-Safety Sensitive Position



Summary

Under general direction, performs varied and complex bookkeeping and related clerical work. Specific work details of this position may vary with the nature of assignments. This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job; it is intended to be an accurate reflection of those principal job elements essential for making fair pay decisions about this job.

Scope of Responsibility

Responsible for performing varied and specialized accounting tasks. Works according to standardized procedure utilizing pre-determined account codes and classifications, although independent, judgment is exercised in applying procedures and techniques within the established framework.

Typical Duties

Performs posting, balancing, computer and related work in maintaining varied books, ledgers, and reports. Maintains general ledger accounts, prepares monthly, annual, and special statements.

- Prepares financial analyses of transit operations
- Prepares payroll for disbursement by County Auditor
- Prepares accounts payable for payment by County Auditor
- Prepares investments for County Treasurer
- Prepares information to employees regarding medical benefits, pension benefits, etc.
- Performs related work as required
- Assist in counting and recording fare-box cash receipts

Qualifications

Considerable knowledge of bookkeeping principles methods and techniques.

Working knowledge of office methods and procedures.

Knowledge of computer operation.

Graduation from a high school or vocational school including or supplemented by advanced course work in bookkeeping; or any equivalent combination of experience and training.

TITLE: ADMINISTRATION & FINANCE MANAGER

REPORTS TO: EXECUTIVE DIRECTOR

SUMMARY:

This is a Department Manager position, under the general direction of the Executive Director, responsible for all aspects of the Administration Department, to include the direct supervision of all Administration employees. Responsible for fiscal work regarding receipt, investment, and disbursement of all transit funds. May represent the Executive Director in his/her absence.

SCOPE OF RESPONSIBILITY:

Manage and provide administrative and finance support to all areas of the organization. As the internal auditor, examines the records supporting financial statements to insure that all work is performed in accordance with sound administrative and financial policies, and reports all findings to the Executive Director. Manages human resources, loss prevention programs, and procurement procedures to ensure compliance with local, state, and federal regulations. An individual in this classification is expected to provide an extensive knowledge of administrative service procedures, human resources, risk management, and financial practices with considerable latitude for independent judgment and action. Incumbent in this position may be designated to represent the organization on behalf of the Executive Director in his or her absence.

ESSENTIAL DUTIES:

Budget & Finance

Serve as internal Auditor of Island Transit. Assign, supervise, and manage transit system financial and administrative affairs and coordinate workflow. Examines the cash flow needs of the agency, determines appropriate investment strategies, and reports all findings to the Executive Director. Train and manage administrative employees. Manage all accounting functions of the transit system including accounts payable, accounts receivable, payroll and general ledger. Manage all cash activities, including receipts and disbursements of funds, certifying that disbursements are correct and proper controls are in place to prevent unauthorized disbursements. Assures that necessary records of cash are maintained to ensure compliance with all applicable state laws. Track all receipts, reimbursements, and expenditures on a daily basis and report financial status of organization to the Executive Director. Monitor cash-on-hand balance with outgoing expenses. Audit and manage the preparation of all financial reports. Coordinate with the Certified Public Accountant (CPA) on Annual State Audit Report and prepare year-end financial schedules for audit report. Act as agency contact person during actual State Audit process and liaison between the State

Auditor and CPA.

Responsible for preparation and maintenance of Annual Budget document, coordinating with all Department Managers.

Administrative Support Functions

Responsible for the performance, coordination and/or supervision of a variety of special assignments or projects on a daily basis which require research and analysis or appropriate data to submit reports and/or recommendations to the Executive Director. Provide administrative management and supervision to entire organization in handling correspondence, mail, personal visits, problems and other relevant matters, and evaluating relative importance of each.

Grants and Procurement Administration

Responsible for accurate knowledge of Federal Transit Administration (FTA), Federal Highways (FHWA) and State Department of Transportation granting regulations and reporting requirements. Work with Executive Director with preparation of grant application and internal workflow to ensure that all supporting documentation for the application is completed on time. Manage and direct the various processes for procurements, ensuring that policies and procedures are followed. Monitors purchase order system to ensure compliance with all applicable Federal, State, and Island Transit procurement requirements. Monitor expenses applicable to grants for reporting and reimbursements purposes, including DBE participation, and reports all federal/state grants.

Vanpool Program

Monitor operations of a fleet of vanpool vans to include: operating cost analysis; procurement of vanpool vehicles and requests for additional vanpool vans based upon demand; and works with Rideshare Coordinators in formulating vanpool program goals and objectives.

Human Resources Administration

Human Resources (HR) and Employee Benefits Administrator. Conduct new employee orientation covering major aspects of the Personnel Policy including wages, benefits, etc. Monitor hiring process of all new employees to include: initial job announcement, screening of applications, interviews, employment physicals and reference checks to ensure compliance with applicable Federal and State hiring laws and Island Transit policies and procedures. Report and update Executive Director on latest human resource and personnel legislation. Coordinate revisions and updates of all Policy and Procedures Manuals. Coordinate revisions of all job descriptions and Position Analysis Questionnaires with other Department Managers to ensure proper EEOC, Federal, and State labor mandates are in concurrence with policy

manuals. Responsible for the confidential maintenance of all employee personnel and medical records. Manages confidential employee information concerning Drug and Alcohol Testing requirements and random selection information. Coordinate HR and personnel training and refresher courses for supervisory staff.

Risk Management

Serve as agency Risk Manager, coordinate and facilitate loss prevention programs and employee training to ensure compliance with applicable State and Federal OSHA laws governing workplace safety. Administrator of the claims management process concerning labor and industry claims. May be the agency representative to the Washington State Transit Insurance Pool (WSTIP). Responsible for introduction of loss prevention programs established by WSTIP to the agency. Responsible for notifying Insurance Pool of all required loss activity. Prepares annual insurance renewal application and other reports as needed by WSTIP.

WORKING CONDITIONS, TOOLS, AND EQUIPMENT:

Duties performed primarily in an office environment but also requires traveling to meetings and various seminars. Position requires overnight travel several times a year. Typical office equipment used to accomplish job tasks: computer; printer; scanner, fax machine; photocopier; calculator; and multi-line telephone.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated ability to speak effectively in front of groups of people or on the phone with the public.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Composition and preparation of business correspondence, reports, contracts, and other documents.

Advanced knowledge of modern administrative and office equipment procedures.
Ability to supervise, manage, motivate and lead administration employees.

Public records maintenance, disclosure, retention and archiving.

Ability to understand and follow posted work rules and procedures.

Ability to use tact, discretion, confidentiality, and courtesy in interdepartmental and public contacts. Ability to work well with others to accomplish system objectives.

Ability to organize and coordinate a variety of tasks at the same time in order to meet strict deadlines.

Knowledge of Excel, QuickBooks, and Word, or equivalent, computer network systems and the Internet.

Possess a Valid Washington State driver's license.

Relate to, and handle, various personalities and possess an awareness of human needs and deal with stressful situations in a calm and professional manner.

QUALIFICATIONS:

Bachelor's degree in Accounting or Related Field; 3 years responsible administrative and supervisory experience, 3 years general ledger, accounts payable, accounts receivable and payroll accounting experience or an equivalent combination of education and experience sufficient to perform the full scope of responsibilities of the position.

Knowledge of governmental accounting principles and auditing procedures.

Requires previous work experience dealing with the following federal laws/regulations: Equal Employment Opportunity (EEOC), Family Medical Leave Act (FMLA), Employer/Employee rights, Fair Labor Standards Act (FLSA) Washington State and Federal labor laws, and Federal Transit Administration (FTA), and Federal Highways (FHWA) procurement regulations.

Requires previous experience of three years or more in office management.

Ability to work with a high degree of accuracy and attention to detail in an atmosphere of frequent interruptions.

Knowledge of English composition and spelling.

Typing ability of 70 wpm.

SPECIAL REQUIREMENTS:

Employment is contingent upon successfully passing an employment medical examination to include: drug test to be certified for the position, an employment reference check, criminal background check and a five year motor vehicle history check. The Administration & Finance Manager may be subject to Federal Drug and Alcohol testing.

The Administration & Finance Manager position is an exempt position under FSLA regulations.

AT WILL EMPLOYMENT:

I understand that if employed, I am employed **AT WILL** and that no contract between myself and this employer is created by my completion of this application, my receiving employment, my continued employment or my receiving benefit of employment of any type. No promises of any form or nature have been made to me, no guarantee of any length of employment is or shall be binding on this Employer, unless in writing. I reserve the right to terminate my employment at any time and the Employer has the same right at any time.

I agree to physical or other testing when such testing is reasonably necessary in determining job related abilities or reasonable expectation of successfully performing the job to the Employer's standards.

This Summary Job Description and Position Analysis Questionnaire does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge, and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Employee

Date

**ISLAND TRANSIT
POSITION ANALYSIS**

1. **Job Title: Administration & Finance Manager**
2. **Department: Administration**
3. **Work Hours: Total annual (2080) start time (0800) end time (1700)**
4. **Describe the major purpose or objective of your job. Why does this job exist?**

This position is a Department Manager position responsible for all administrative services within the organization. As internal auditor, responsible for the essential administrative and finance duties to include: supervision of administrative personnel, accounts payable, accounts receivable, payroll, general ledger, investment schedule, employee benefits and new employee orientation, vanpool and ridematch services, annual budget, Risk Manager for agency, and act as liaison during State Audit process. Manage human resources and personnel, loss control programs and all aspects of procurement to ensure compliance with local, state, and federal regulations.

5. **What skills and knowledge are needed in order to perform your job?**

Comprehensive transit administrative training for all aspects of the Administration department to include: Risk Management; FTA and 3rd Party Contracting procurement procedures; personnel laws; (local, state and federal) concerning FMLA, EEOC, and FSLA. Please see attached section in job description under Qualifications, Knowledge Skills, and Abilities for further information.

Skills include: ability to work under pressure with frequent interruptions, ability to work with a high degree of accuracy and attention to detail, ability to supervise and delegate work assignments, organize and coordinate a variety of tasks at the same time, and typing of at least 70 wpm.

Knowledge: at least three years of general ledger experience, 3 years of supervisory experience, 3 years of office management, governmental accounting principles, laws and regulations governing municipal finance and personnel matters, English composition and spelling, Excel, Quickbooks, and Microsoft Word, or equivalent software programs.

6. **Is there any education or training (initial or ongoing) required to perform your job? Why?**

Training and the ability to travel to seminars is on going. Education/training classes are provided through the Washington State Transit Association (WSTA), Washington State Dept. of Transportation (WSDOT), Assoc. of Cities and Counties, Washington State Transit Insurance Pool (WSTIP), Federal Transit Administration (FTA), Federal Highways (FHWA) and other relevant agencies.

This position requires training and informational updates to keep abreast of federal and state regulations concerning financial, administrative, procurement, and personnel matters.

7. What type of previous work experience is necessary to perform your job?

Three years of administrative and supervisory experience, 3 years general ledger accounting experience, three years in office management.

8. List any certificates or licenses required in order to perform your job.

Bachelor's degree in Accounting or Related Field or an equivalent combination of education and experience sufficient to perform the scope of responsibilities of the position.

9. What employee/positions do you directly supervise?

Do you have authority to hire or fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authorize vacation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authorize leave of absence?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Issue warnings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- a. Position: Payroll & Procurement Specialist
- b. Position: Rideshare Coordinator
- c. Position: Administrative Clerk
- d. Position: Administrative Assistant

10. Describe the extent to which your job requires the use or preparation of confidential information. Indicate the type of information, the reasons for discretion and the effect of disclosure.

Job position requires strict confidentiality due to type and amount of information that goes through the office on a daily basis. Employee personnel files, payroll information, medical records, former employee personnel records, legal documents, and disciplinary written materials are kept in the office. Due to the sensitive nature of files, all file cabinets and the computer are locked at the close of each working day. Position

requires the updating of each employee's personnel and medical records on a periodic basis. Memos and other written materials are sent to the Board of Directors that may involve highly confidential and legal matters. Discretion is required in order for adequate discussion and decision making to take place. Premature disclosure could result in legal ramifications as well as cause for potential personnel problems.

A person in this position may be involved in closed-door discussions, both at the staff and Board of Director levels involving financial or personnel issues. Confidentiality during these meetings is required. Leaking of information may result in disciplinary or legal action.

11. Describe the duties and responsibilities of your position that are regular and on going. Indicate what is done, how it is done and why it is done. Estimate the annual number of (hours, weeks or months) you spend on each duty. Start with the most time consuming activity.

- a. Serve as internal Auditor of Island Transit. Assign, supervise, and manage transit system financial and administrative affairs and coordinate workflow. Manage all accounting functions including accounts payable, accounts receivable, payroll and general ledger. Examines the cash flow needs of the agency, determines appropriate investment strategies, and reports all findings to the Executive Director. Manage all cash activities, including receipts and disbursement of funds, track cash and investment schedule, recommend investments to Executive Director, prepare warrants and payroll checks for approval, reconcile all bank and fund accounts of County Treasurer, prepare quarterly reports for payroll, prepare Board financial reports and charts, and maintain general ledger budget summary as required. Manage procurement and purchase order system.

Is this duty an essential element of the job? {Y} {N}

Is this a seasonal duty? {Y} {N}

Annual Time Spent (hours, weeks, months) (shade one)

- * An essential element is a job function that must be accomplished or the mission of the job cannot be accomplished. For example: typing is essential for a job that requires all materials be typed, but typing is not essential if hand-written work is acceptable. A driver's license is not essential if the basic job can be accomplished without one.

- b. Receive and perform a variety of administrative duties on a daily basis. Prepare and complete complex reports that require research and analysis from different

sources. Plan, organize, and prepare projects for Executive Director or Board as required. Compose letters and reports from brief instructions or notes.

Is this duty an essential element of the job? {Y} {N}

Is this a seasonal duty? {Y} {N}

Annual Time Spent (hours, weeks, months) (shade one)

- c. Risk Management/Loss Control programs. Manage loss control programs for agency. Identify loss control areas and address safety issues with other Department Managers. Work with fellow employees in promoting safe work habits.

Is this duty an essential element of the job? {Y} {N}

Is this a seasonal duty? {Y} {N}

Annual Time Spent (hours, weeks, months) (shade one)

- d. Human Resources/Personnel and Employee Benefits Administrator. Provide new employee orientation covering major aspects of the Personnel Policy. Handles claims management process for L & I and WSTIP accident claims.

Is this duty an essential element of the job? {Y} {N}

Is this a seasonal duty? {Y} {N}

Annual Time Spent (hours, weeks, months) (shade one)

- 12. Describe one or two of the most complex problems faced in performing your job.**

Trying to accomplish all of the essential duties of the position while still maintaining a semblance of order. Tasks are done within a relatively short period of time. Constant deadlines must be met, which require a high degree of accuracy.

- 13. What kind of errors are possible on your job? And, if an error is made, what effect will it have on your job or the job of others?**

This position is responsible for the daily financial operations of the organization. All accounting and financial functions are either supervised by this position or done as part of the essential duties of the position. Errors in completing, and/or reporting revenue and expenditures may result in legal ramifications. Proper auditing trail for financial records must be kept. Grant and procurement records and back-up documentation must be properly filed. Failure to keep proper back-up paperwork could result in a Negative Finding from the State Auditor's Office and/or other State and Federal agencies.

- 14. Identify your immediate Supervisor:**

Name: Martha Rose Position: Executive Director

15. **Describe the nature and extent of supervision or guidance received from the Supervisor (be specific). To whom do you give your work after you complete it?**

Projects which involve documents for public publication such as the annual Budget, Board Correspondence, Personnel and Department Operations Manuals, and Financial Reports are reviewed by the Executive Director. On occasion, drafts letters for the Executive Director's signature.

16. **Is supervision received from anyone other than the immediate Supervisor?**
{Y} {N}

17. **Other than your Supervisor do you obtain authority or approval from others? Describe.** {Y} {N}

18. **Describe the amount of freedom of choice allowed in performing your job. Give examples.**

There is a good deal of "hands on" work that is done which allows the position a certain amount of freedom in the area of establishing administrative procedural functions for the organization.

19. **Describe the communication skills required to properly perform your job. Consider cooperation, courtesy, patience, persuasion, tact, trust, understanding, etc. How are the skills used on the job?**

All of the above is crucial to this position. Diplomacy, tact, and the ability to work well with employees, the public, public officials, peers, and the Executive Director is a MUST.

20. **List the work-related contacts that your job requires you to make with others within and outside the department. Indicate the type and amount of public contact required.**

Purpose of contact: Provide and receive information from public and private agencies on a variety of subjects to include areas of finance, personnel and human resources, government, and private sector topics.

With whom: Island County Treasurer's and Auditor's Offices, Island County

Commissioners, WSDOT, WSTIP, WSRO, Dept. of Labor & Industries, ICMA Retirement Corporation, IRS, Wash. State Dept. of Employment Security, Medical Vendor, Whidbey News Times, various vendors, including Island Transit's CPA; Operations, Service Development and Maintenance Department Managers; and attorney for Island Transit.

Method: (in person) (memo) (letter) (phone) <shade all used>

Purpose of contact: WSTIP (Washington State Transit Insurance Pool)

With whom: Fellow WSTIP Board of Directors, WSTIP Staff, and Insurance Broker

21. Describe the work environment of your job. Consider such elements as facilities, noise, interruptions, temperature, travel, personal safety, etc.

This office is a very high charged and fast-paced working environment in which many different functions are operating at the same time. Often there are 4 or 5 different tasks that need to be done at the same time. On a daily basis, interruptions from phone calls, visitors, and questions from employees occur. Noise from Navy jets can sometimes disrupt productivity. Work environment encourages on-going professional development, while constantly learning new things and adapting to new challenges.

22. List any equipment, tools, vehicles, and/or machines used to perform your job.

PC, calculator, typewriter, copy machine, fax machine, printer, and scanner.

23. Describe the amount of fortitude, stamina, tenacity, and minimum mental or cognitive abilities required doing the job and listing one or two brief examples. Examples are mental activities such as comprehension, attention span, alertness, reading ability, mathematical ability, etc.

Working to meet strict deadlines, which involve a lot of organization, calmness, and diplomacy. Payroll, Accounts payable, and all financial reports must be accurate and completed monthly. Must have a strong attention to detail and mathematical ability. Each area of the essential job duties and functions (Budget and Finance, Administrative Support Functions, Grants and Procurement Administration, Vanpool Program, Human Resources and Personnel Administration, and Risk Management) require technical knowledge and require individual attention to detail of information. The person in this position must be able to distinguish and keep abreast of the latest developments in each of the areas.

a. Is your job involved in emergency response? If yes, describe mental affects of the emergency conditions.

{Y} {N}

24. Physical Demands.

a. How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate blank below.

	Amount of Time				How much time
	None	Up to 1/3	1/3 to 2/3	2/3 & more	
Stand		X			
Walk		X			
Sit			X		
Talk or hear			X		
Use hands to finger, handle or feel			X		
Climb or balance	X				
Stoop, kneel, crouch, or crawl	X				
Reach with hands and arms				X	
Taste or smell	X				

b. Does this job require that weight is lifted or force be exerted? If so, how much and how often? Check the appropriate blanks below?

	Amount of Time				How much time
	None	Up to 1/3	1/3 to 2/3	2/3 & more	
Up to 10 pounds		X			
Up to 25 pounds		X			
Up to 50 pounds	X				
Up to 100 pounds	X				
More than 100 pounds	X				

Does this weight have to be carried? {Y} {N} If yes, how far? 20 Ft.

c. Does this job have any special vision requirements? Check all that apply.

- Close Vision (clear vision at 20 inches or less).
- Distance Vision (clear vision at 20 feet or more).
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).
- Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to Adjust Focus (ability to adjust the eye to bring an object into

sharp focus).

- Ability to read Small Print (8pt. or less).
- Night Vision required.
- No Special Vision Requirements.

d. Make notes on the specific job duties that require the physical demands selected above. Describe the overall normal physical effort required to do your job. (Lifting, bending, climbing, etc.)

Most of the physical demands of the job requires sitting in a chair, typing on the keyboard, and looking at the video monitor for periods of time. This causes neck and shoulder strain if breaks are not taken on a periodic basis to stretch and walk around.

25. List any other comments relating to your job duties and responsibilities that you find are important.

This position takes complete concentration, motivation, organization, dependability, diplomacy, confidentiality, and tact. This position is also very challenging and demanding because of the strict deadlines that must be met. Besides the already full schedule of daily duties and responsibilities that must be fulfilled, special projects are always ongoing and require additional attention.

I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION AND QUESTIONNAIRE:

YOUR SIGNATURE: _____

JEFFERSON TRANSIT AUTHORITY

Position Description

POSITION TITLE: Finance/Human Resource (HR) Administrator

SUPERVISOR: General Manager

SCOPE OF RESPONSIBILITY

The Finance/HR Administrator is the individual primarily responsible for the administration and supervision of all finance and human resource functions. In this capacity the Finance/HR Administrator will direct their section as well as incorporate that section into the overall team environment within Jefferson Transit so as to be a critical part of a transit agency that strives to exceed the expectations of the community served by Jefferson Transit. Having a lead role of the finance position for a public agency, the Finance/HR Administrator will be held to the highest levels of professionalism, accountability and transparency before the public we serve.

Every function within the agency is dependent, directly or indirectly, upon the finance and human resource functions and as a result the Finance/HR Administrator has an integral role within Jefferson Transit to facilitate a high level of professionalism, coordination and reliability between all sections within Jefferson Transit.

ESSENTIAL FUNCTIONS

- Ensure that all accounting and human resource functions is performed in a manner that ensures accuracy, timeliness, conformity to generally accepted accounting practices, all statutory requirements and best industry practices. This includes but not limited to payroll, accounts payable and accounts receivable.
- Supervise the finance and human resource sections staff.
- Oversee the agency's accounting system and preserve the fiscal responsibility and accountability of Jefferson Transit.
- Oversee the agency's human resource function including but not limited to the hiring process, employee records and disciplinary and termination issues as necessary.
- Ability to research, develop and implement various projects as required within the finance and human resource section.
- Responsible for, under the guidance of the General Manager, the development and overall administration of the annual finance and human resource sections budget, goals and objectives.
- Responsible for, under the guidance of the General Manager, the development of Jefferson Transits annual budget. Budget development will include all necessary parties including but not limited to department heads and the Board.
- Responsible for and manage agency information technology including servers, workstations, electronic and other technology related systems; oversees maintenance of the equipment and related software; researches, develops specs and purchases computer and network hardware and software; installs programs and updates.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated ability to lead others.

- Applicable education, training and experience in accounting and financial management. Minimum education is a four-year degree.
- Practical understanding of public agency accounting and statutory regulations.
- Ability to make decisions and work independently.
- Demonstrated commitment to customer service.
- Knowledge and experience with all Microsoft Office or related programs.
- Knowledge of and experience with accounting software and other programs is necessary.
- Ability to work effectively with the public, management staff, fellow employees and other agencies, conveying accurate information and remaining professional and courteous with customers and with staff at all times.
- Ability to obtain a Washington State driver's license.

SPECIAL REQUIREMENTS

- Must pass a pre-employment substance abuse test as a condition of employment. This position is not considered safety-sensitive, as defined by the Federal Transit Administration (FTA), thus it is not subject to random drug and alcohol testing. However, under the authority of Jefferson Transit's Substance Abuse Policy and Drug & Alcohol Testing Program, this position is subject to all other types of substance abuse tests as described in the policy.
- Must pass an employment physical functions test to be certified for the position and must maintain a physical condition that, either with or without accommodation, allows completion of all essential duties.
- If selected for the position, documentation of United States citizenship or an alien lawfully authorized to work in the United States will be required to establish identity and work authorization in accordance with the employer's obligation under the Immigration Reform and Control Act of 1986.

WORK SCHEDULE

Full-time standard workweek (40 hours) during normal business times. Hours may vary according to work schedules and tasks to be accomplished with evening and weekend work necessary at times to accomplish the duties of the position as determined by the immediate supervisor. Seven (7) holidays per year.

SALARY & BENEFITS

Wage is based on the agency's Non-Represented Staff Policy; six months probationary period; annual salary increases based on merit evaluation and cost of living adjustments are at the discretion of the General Manager and within budgetary constraints. Benefits package effective first full month after 30 days, including medical, dental, vision, life, retirement and general leave. Supplementary benefits are available at the employee's expense.

This position is an exempt position, as defined by the Fair Labor Standards Act (FLSA).

PHYSICAL DEMANDS:

(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

- Sitting:** Continuously, sitting at a desk, and in meetings
- Standing/Walking:** Frequently
- Driving:** Occasionally, as may be necessary
- Lifting/Carrying:** Occasionally, up to 35 pounds
- Bending/Squatting/Kneeling:** Occasionally
- Pushing/Pulling:** Occasionally
- Reaching:** Occasionally
- Twisting:** Occasionally
- Talking/Hearing:** Frequently, communicating with customers and staff in person, and by telephone
- Wrist/Fine Finger Manipulation:** Frequently, when typing at a keyboard and writing

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Jefferson Transit is an equal opportunity employer and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status, disability status or any other basis prohibited by federal, state or local law. Please let Jefferson Transit know if you need accommodation in order to participate in the application process.



JOB DESCRIPTION

POSITION TITLE: Finance & Facilities Manager
REPORTS TO: General Manager
SUPERVISES: Facilities Maintenance Supervisor; Accountant; Computer Systems Specialist; IT Support; Procurement Specialist; Accounting Assistant
May indirectly supervise other assigned personnel
FLSA STATUS: Exempt
TESTING STATUS: Non-safety sensitive; not subject to FTA drug & alcohol testing

POSITION SUMMARY:

Under the direction of the General Manager or designee, this position plans, organizes, coordinates, manages, controls and evaluates the Agency's finance, facilities and technology functions, including financial planning, accounting, budget, grants, procurement, facilities maintenance and capital projects planning; maintains broad perspective of all Agency activities to achieve Agency goals and objectives; performs or supervises professional accounting work including monthly and annual closing entries and reconciliations, maintenance of the Agency's general and subsidiary ledgers, and preparation of monthly and annual budget documents and financial reports including the Annual Report; assist in the long-range planning of the Agency as directed.

ESSENTIAL JOB FUNCTIONS:

Serve as member of Link's executive management team with the General Manager and Managers of Operations, Administrative Services, and Maintenance.

Work with and assist General Manager and other administrators in setting and achieving Agency goals; participate in developing Agency policy; plan, develop and implement financial polices, procedures, programs and rules to ensure the Agency operates according to legal, Board and administrative guidelines.

Establish direction of assigned department, ensuring conformance to the Agency's mission, goals, polices and objectives; develop annual department work plan and strategies to achieve stated goals.

Assure proper Agency accounting in accordance with established fiscal policies, State and federal laws and regulations, and Generally Accepted Accounting Principles; ensure the accurate maintenance of the general and subsidiary ledgers; ensure that journal entries are prepared and adjusted as required; monitor, review and approve documentation related to payroll, accounts payable, accounts receivable, bank reconciliations, and inventory; monitor cash accounts and transfer funds between checking and investment accounts; maintain and evaluate fixed asset accounts.

Ensure the preparation and maintenance of monthly fiscal records and reports including income or revenue statements; capital asset values, federal, State and other grant reimbursement claims;

balance sheets and report; financial statements; and reports related to sales tax, investment funds, grant status and other areas as requested; ensure that year-end reports are prepared according to required legal timelines for the annual closing and audit process.

Ensure the preparation and submittal of monthly, periodic and annual financial statements and reports required by State and federal agencies; assure conformance to established timelines, formats and other requirements.

Plan, organize, coordinate, direct and control the functions, programs, services and activities of the Finance and Facilities Department including accounting, budgets, grants, capital projects, planning, technology, purchasing, inventory control and procurement.

Prepare, analyze, review, maintain, and distribute comprehensive cost estimates, lease agreement, contracts, grant applications, financial plans, recommendations, records, reports, statements, budgets, statistics and other financial documentation for Agency use and as requested by local, State and federal agencies.

Analyze and evaluate statistics data and reports, make projections and identify trends in support of efficient Agency operation; formulate methods to improve finances, develop recommendations concerning the Agency's financial position; attend Board and management meetings as requested to present and explain financial reports and issues.

Plan, develop and administer the Financial and Facilities Department budget; prepare the Agency's revenue projects and consolidate all department budgets; coordinate the development of the Agency's annual capital and operating budgets and long range financial; monitor and approve expenditures; adjust budgets in accordance with principles of sound fiscal management; monitor monthly budget data for all departments; confer with managers regarding anticipated expenditures, expenses charged to various accounts, capital purchases, grant expenditures and other fiscal issues.

Oversee all areas of Agency technology related to administrative controls; plan, review and update or revise automated and manual reporting systems for the Agency as appropriate; develop and implement new and revised cost reporting mechanisms including capital project reporting system, departmental and division reporting; assure timely and accurate preparation and coordination of annual audit.

Coordinate and oversee the preparation of grant applications for Agency projects; assure the timely and accurate preparation and distribution of required correspondence, reports and other documents; oversee approved grants and ensure legal compliance.

Plan, coordinate, manage and implement all phases of major planning projects, such as design, development, construction and maintenance, including major capital facilities improvements and new construction; organize and manage Agency staff teams involved in the development and review of projects; work with staff to evaluate stops and shelter locations.

Supervise and manage the procurement and selection of contracted and professional services and construction contractors; develop scope of work performed by consultants and contractors; organize the selection process and supervise the work of consultants under contract to the Agency.

Represent the Agency at local, jurisdictional, County, regional and State-wide interagency coordination meetings to receive or provide information, resolve issues, or to respond to the public's interest in areas such as land use planning.

Analyze proposed external developments to determine impact on transportation services and facilities; work with General Manager or other managers to develop recommendations for improvements to jurisdictional agency.

Plan, organize, coordinate, manage and evaluate the Agency's Facilities Maintenance Division; including the annual facilities/ground maintenance and repair program; monitor and analyze the effectiveness and efficiency of contracted and staff performed work and recommend alternatives to maximize resource allocation.

Plan, organize and manage the Agency's purchasing function, ensuring cost-effective procurement of goods and services within policy guidelines and legal requirements; prepare complex bid specifications and develop award criteria; administer and monitor contract compliance; review and revise procurement guidelines of Agency as necessary; ensure that facilities and vehicle maintenance parts and other materials and supplies are ordered, received, distributed, stored, inventoried and controlled for timely use by vehicle maintenance and facilities maintenance personnel

Provide leadership and select, orient, train, supervise, advise, counsel, discipline and evaluate the performance of assigned personnel; assign work schedules and adjust workload; make final decisions regarding termination; and recommend staff training and development in the areas of assignment.

Attend, chair and conduct a variety of meetings within the Agency and other locations; service on committees and coordinate special events; make oral presentations at meetings, conference and other events as needed.

Other duties as assigned.

OTHER DUTIES:

Asset with the long-range planning effort of the Agency by representing the Agency at community meetings and transit industry meetings as required or assigned.

Serve as Acting General Manager in the absence of the General Manager when requested.

Represent Agency at conference, meetings or in the community to provide information regarding areas of expertise.

QUALIFICATIONS:

Education and Experience: Any combination equivalent to: a bachelor's degree in finance, accounting or closely related field and four (4) years of increasingly responsible professional-level management experience in governmental accounting, finance and comprehensive budget development including at least two (2) years in a supervisory capacity.

Knowledge of:

Principles, practices, procedures and methods involved in managing the finance and technology-related functions of a modern public transportation system, including planning, implementing, managing, training, supervision, staffing, budgeting and evaluating programs and services.

Purchasing, bidding and other procurement processes.

Public contract administration

General transportation and transit planning and operations principles and procedures.
Grant writing, grant management procedures and financing alternatives.
Preparation of financial statements, balance sheets, budgets, reimbursement claims and other fiscal reports and documents.
Financial data analysis and projection techniques.
Sound financial management policies.
Business law and contract administration
Accounting, finance and business acumen
Generally Accepted Accounting Principles.
Governmental accounting principles.
Current laws and legal issues pertaining to public sector finance, planning technology, purchasing, grants, labor relations and records management.
Local, State and federal laws pertaining to public transportation, including public finance and grants.
Local, regional, State and federal agencies involved in public finance.
Labor relations and negotiating techniques.
Labor contract administration and interpretation.
Agency policy related to personnel, maintenance, purchasing, and drug and alcohol testing.
Budget development and control.
Oral and written communication skills including public presentation techniques..
Public speaking techniques.
Mass transit organization policies, planning, procedures and practices.
Customer service skills and techniques.
Capabilities and requirements of a networked computer system.
Interpersonal skills including tact, patience and diplomacy.

Ability to:

Plan, organize, coordinate, manage, control, review, monitor and evaluate the assigned functions, including accounting, budgeting, purchasing, inventory control and long-range planning, grants and technology.
Develop and implement effective department goals, objectives, policies, procedures, work plans, timelines, programs and services.
Analyze impact of new legislation on Agency policies and develop or modify policies and programs as required.
Provide technical expertise and assistance to Agency management and the Board regarding areas of assignment
Participate in Agency policy development.
Attend Board and management meetings as requested to present and explain reports and issues related to areas of assignment.
Perform professional accounting work in a public sector Agency.
Provide technical expertise and assistance to Agency personnel regarding assigned functions.
Consolidate, develop, prepare, administer and control the Agency and departmental budgets.
Prepare and maintain financial statements, records and reports in accordance with applicable laws and regulations, Agency policies, and accepted accounting principles.
Coordinate and manage the financial aspects of major acquisition projects.
Analyze and evaluate financial records and reports effectively.
Assure the integrity of Agency accounting systems and information.
Assure the accurate and timely maintenance of the Agency's general and subsidiary ledgers.
Analyze complex financial data and develop appropriate plans and recommendations.
Train, assign, schedule, supervise, motivate, counsel and evaluate the performance of assigned personnel.
Provide support, information and assistance for subordinates to assure optimum services to the

Agency.

Interpret, apply and explain Agency fiscal policies and revised governmental regulations and requirements related to area of assignment.

Communicate clearly and effectively both orally and in writing.

Prepare and deliver informational and persuasive oral and written presentations before large and small groups, including management, the Board, public hearings and meetings.

Establish and maintain effective and cooperative working relationships with all levels of Agency staff, representatives of local, State and federal agencies, elected officials and the public.

Operate a computer using word processing, management information, spreadsheet and complex and sophisticated financial accounting software in a networked environment.

Follow safe work practices and identify occupational hazards.

Represent the Agency at meetings with local and regional officials, business leaders and developers.

OTHER REQUIREMENTS: Must possess and maintain a valid Washington State Driver's License and good driving record throughout employment. Certified Public Accountant desirable.

WORKING CONDITIONS: The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Environment: Duties are primarily performed in an office environment while sitting at a desk or computer workstation. Duties involve some travel to other locations to attend meetings and conduct work. Must be willing to attend evening Board meetings when necessary.

Physical Demands: Essential functions require the ability to see to read normal and fine print; hear to receive information and speak clearly and distinctly to provide information over a telephone, in person or in a group presentation. Must be able to remember essential information and concentrate for long periods of time. Must sit in meetings or at a desk or computer for extended periods. On occasion, will carry supplies/materials up to 15 pounds from vehicle to building for meetings and presentations.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

MASON COUNTY TRANSPORTATION AUTHORITY

Title: Finance Manager

Page 1 of 3

Reports To: General Manager

Status: Full Time, Exempt

Summary:

This is a full-time responsible position overseeing the Authority's financial and accounting functions in a management team setting. Duties include: coordinate budget development, preparation of monthly financial reports, supervise finance staff, grants management, analyze investments, coordinate agency audits and manage revenue collection. The incumbent in this position shall ensure that fiscal services provided are in compliance with applicable State and Federal laws, regulations and requirements. This position is exempt from Fair Labor Standards Act and is under direct supervision of the General Manager.

Essential Functions:

- Coordinate financial management activities to ensure accuracy and compliance with established fiscal policies, laws, regulations and requirements.
- Responsible for preparation and maintenance of comprehensive financial and associated records and reports.
- Coordinate the preparation of the annual budget with designated agency staff for submission to the General Manager and Board in accordance with established timelines and policies.
- Direct accounting functions including general ledger, payroll, accounts payable/receivable and asset management.
- Train, direct, evaluate and assist finance staff in all functions related to efficient operation of agency fiscal matters.
- Prepare and provide written financial reports to Board, local, state and federal government agencies and respond to questions at meetings as required.
- Develop and maintain a desk manual of financial operations in cooperation with management.
- Prepare revenue projections and monitor capital and budgeted expenditures in accordance with sound fiscal management.
- Coordinate grant applications and serve as grants manager for the Authority.
- Work with external auditors and provide requested information.

Essential Functions (continued):

- Maintain Authority's investment program and provide reports as requested.
- Analyze financial data and make recommendations on Authority's financial position including trends.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of professional accounting principles, practices, and procedures including; Generally Accepted Accounting Procedures (GAAP), Government Accounting Standards Board (GASB), WA Code of Regulations (WCR) and Budgeting, Accounting, and Reporting Systems (BARS).
- Proven ability to prepare and present comprehensive financial reports related to agency accounting, payroll, general ledger and related functions.
- Excellent interpersonal skills and ability to explain complex financial aspects in clear understandable terms.
- Able to organize and coordinate multiple financial functions into manageable activities for a small finance department.
- Able to establish and maintain a positive, effective working relationship with co-workers, external contacts and members of the public.
- Proficient in modern accounting software applications.

Additional Requirements:

- Valid driver's license and good driving record.
- Ability to lift up to 30 pounds.
- The statements contained herein reflect general details to describe the principal functions of this position, the level of knowledge and skill typically required, as well as the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- Individual may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance workload.

Minimum Qualifications:

High school diploma with a combination of training and experience equivalent to a bachelor's degree in finance, accounting or related field and professional level of experience in governmental accounting sufficient to proficiently perform duties of the position.

Minimum of two years experience in a position with supervisory or management responsibility.

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job; it is intended to be an accurate reflection of those principal job elements essential for making fair pay decisions about this job.

Mason County Transportation Authority is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law. Please let Mason County Transportation Authority know if you need accommodations in order to participate in the application process.

PIERCE TRANSIT CLASS SPECIFICATION

DIRECTOR OF FINANCE

Class Title: Director

DBM Rating:

SUMMARY

Under direction, provides leadership for the finance, audit and budget functions of the Agency, including development of Finance Division goals, objectives and priorities. Directs, plans, develops, organizes, coordinates, and evaluates Agency financial accounting and reporting, grants management, payroll, investments, external and internal auditing, internal control, revenue collection, and budget development as well as other related finance functions. Mentors, supervises, trains, and evaluates the performance of assigned staff. Is an integral member of Pierce Transit's management team. Performs other related work.

DISTINGUISHING CHARACTERISTICS

This is a professional management level position that leads and directs the Agency's financial services. Fiscal responsibilities include accounting, budgeting, external and internal auditing, accounts payable and receivable, revenue collection, payroll, investments and internal control; planning and evaluating short and long-range financing needs; and leading special projects. Participates with the Executive Team in developing and achieving Agency's goals and objectives and provides strategic level input regarding major policy issues related to financial services.

This position reports to the Vice President of Finance, Audit and Administration and is a director position. Work is reviewed periodically to assure conformance with established Agency goals and achievement of results consistent with program objectives.

Work involves coordination with the Executive Team and across Agency departments, well-developed communication skills and the ability to work collaboratively to resolve problems and conflicts and to provide guidance and leadership regarding assigned function.

Supervision received from: Vice President, Finance, Audit and Administration

Supervision exercised over: Assistant Finance Manager
Revenue Supervisor
Internal Auditor
Senior Accountant

ESSENTIAL FUNCTIONS

Leads, directs and plans activities related to the Agency's finance functions including general accounting, budgeting, investment, grants management, reporting, payroll, accounts payable, accounts receivable and cashiering services, etc; assures work is performed according to the requirements of state and federal regulations and Generally Accepted Accounting Principles (GAAP). Directs the preparation of the Comprehensive Annual Financial Report (CAFR) and statistical records, reports and summaries related to Agency finances.

Provides direction and leadership to the Finance and Budget Divisions and provides strategic level advice to the Executive Team. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates division resources.

Acts as a central depository for the reporting of the Agency's data. Controls, maintains and validates a centralized system for reporting Agency statistics and data provided to external and internal users.

PIERCE TRANSIT CLASS SPECIFICATION

Director of Finance

Page 2

Plans, develops, establishes and monitors an effective internal control program to safeguard Agency assets. Ensures that the internal audit approach and procedures adequately assesses risks and controls, incorporates best practices and complies with professional standards.

Leads, directs and manages the preparation of the annual Agency capital and operating budgets. Provides direction for and assists in the development of strategic plans; assures the preparation of and reviews financial forecasts, revenue estimates and projections. Plans and evaluates short and long-term financing needs. Institutes best budget practices.

Participates with the Executive Team in developing and achieving the Agency's goals and objectives and provides strategic level advice regarding major policy and problem solving issues.

Directs the management of the Agency's investment portfolio, including the determination of investment amounts and maturities, selection of investment instruments and competitive investment bidding. Revises investment policies and procedures as appropriate.

Leads and develops a competent, well-trained, properly structured, and highly motivated staff capable of achieving the Finance Division and Agency goals and commitments. Develops and implements work schedules to meet employee and program needs; adjusts and revises work priorities and schedules as needed.

Mentors, trains, supervises and evaluates the performance of assigned personnel (bargaining and non-bargaining); selects, counsels and disciplines employees as appropriate; provides staff development and training opportunities. Assists employees with personal and performance problems; resolves grievances at the earliest possible stage and represents the Department at hearings and arbitrations as requested. Works with Union representatives.

Establishes division work plans, goals and objectives. Develops and administers assigned program budgets and divisional operating budget; monitors and authorizes expenditures in accordance with budgetary limitations, Agency policies and sound fiscal management principles.

Coordinates external and internal audits and serves as liaison to Federal, State and private auditors; reviews audit findings and implements appropriate corrective action as necessary.

Assures conformance with federal and state regulations including grant eligibility requirements. Assures the preparation and maintenance of federal and state reporting requirements. Reviews grant applications, interlocal agreements, contracts, fact sheets and resolutions. Evaluates legislation and other developments related to public financial management; and, formulates and directs the administration of appropriate policies and procedures.

OTHER FUNCTIONS

Performs duties in support of special and ongoing projects and assumes or delegates responsibility for successful and timely completion; leads committees assigned to policy review or special issues.

Attends a variety of meetings and serves on committees as required. Works collaboratively with Agency personnel to resolve problems and coordinate work efforts. Represents the Department to the Pierce Transit Board of Commissioners, other departments and outside agencies.

Performs other duties as assigned.

PIERCE TRANSIT CLASS SPECIFICATION

Director of Finance

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KNOWLEDGE & SKILLS

Knowledge of: Generally Accepted Accounting Principles (GAAP); local, state and federal laws, codes and regulations applicable to governmental budgeting and accounting; fund accounting; budget preparation; strategic planning; investment practices, strategies and instruments; banking and finance industry; principles, practices and techniques used in accounting, finance and auditing; fund accounting; internal controls; financial and statistical analysis; computer applications related to accounting and financial reporting; quality assurance and improvement principles; principles of employee development, training and supervision; Agency policies, procedures and organization; and, financial and statistical record-keeping techniques.

Skill in: planning, directing and implementing financial services, including accounting, payroll, budgeting and grants management; directing a multi-million dollar investment portfolio: coordinating external and internal audits and developing adequate internal controls to minimize fraud or misuse of funds; directing complex accounting work; managing change; directing, planning and managing multiple projects and assignments; preparing and analyzing comprehensive financial statements and reports; analyzing and interpreting complex financial and statistical data; training, supervising and evaluating the performance of assigned personnel; communicating effectively both orally and in writing; establishing and maintaining effective and cooperative working relationships with others including auditors and regulatory authorities; resolving conflicts; developing work schedules and establishing priorities; using computer and related software applications; and, enhancing automated financial systems.

MINIMUM QUALIFICATIONS

Required: Bachelor’s Degree in Public Administration, Finance, Accounting, General Business Administration, or a related field and five years of increasingly responsible professional level experience in finance, including three years of supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Desirable: Certified Public Accountant designation in the State of Washington.

AUTHORIZATIONS:

Department Vice President Date

Vice President, Human Resources Date

Established 5/07

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

FINANCE DIRECTOR

1213

GENERAL PURPOSE:

Responsible for safeguarding the City's financial assets and resources. Under the direction of the city supervisor, plans, implements, and directs the programs and activities of the City's Finance Department including: general accounting, billing, revenue collection and disbursement, purchasing, payroll, budget development and administration, financial reporting, investment management, risk management, records management, and the investment activities of the City. Oversees the management and budget of the information systems division. Develops, administers, and evaluates the Finance Department's goals and objectives, programs, and procedures in accordance with the overall policies established by the Mayor, City Council, city supervisor, and state and federal laws and regulations.

CLASSIFICATION SUMMARY:

The Finance Director performs administrative, managerial, and supervisory work as director of the Finance Department. This is a "hands-on" position. The Finance Director is expected to actively participate in the planning and preparation of the city's annual operating budget; make revenue estimates; compile expenditure requests from all city departments and balance the preliminary budget. Research, compile, and analyze financial data in order to assist city administration in long- and short-range financial planning and economic development. Develops and implements financial policies, procedures, and controls that conform to generally accepted accounting principles (GAAP) and the governmental accounting standards board (GASB). Administers the city's accounting and computerized reporting systems; prepares budget amendments; and is responsible for the preparation of the city's annual financial report. Assists the Accountant and Accounting Specialists in completing day-to-day operations as needed. Serves as the City Clerk, Risk Manager, and Auditing Officer. Attends City Council meetings, prepares minutes, and ensures maintenance of city records per federal, state, and local requirements. Administers the City's loss control program, determines type and level of insurance coverage, and assists in the resolution or settlement of insurance claims against the city. Audits the city's expenditures to assure compliance with all federal, state, and local requirements. Member of the City's Executive Management Team. May act as the City Supervisor in his/her absence.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plans, assigns, directs, and evaluates the activities of department employees; develops and implements policies, procedures, and internal controls for the effective functioning of the department in accordance with governmental accounting practices and procedures; provides "hands-on" assistance to other members of the department in the completion of day-to-day work activities as needed.

Establishes investment policies and procedures and is responsible for cash management and investments; reviews and approves daily investment program; serves as auditing officer and city treasurer.

Prepares revenue estimates for the forthcoming year and compiles expenditure requests from departments; separates and balances revenues and expenditure requests by funds and interacts with department directors to balance the budget consistent with City Council adopted goals and objectives; analyses revenues and expenditures and alerts the Mayor and city supervisor of major potential problems and recommends solutions to the problems.

Responsible for the preparation of the City's comprehensive annual financial report; participates in the annual audit; prepares and presents quarterly financial reports with recommendations; prepares and presents monthly financial status reports to management; prepares special reports and rate analyses and recommendations as required.

Provides management and budgetary supervision for the Information Systems division which plans and participates in the selection, acquisition, installation and operation of the City's wide area network and related hardware and software.

Directs the maintenance of the computerized accounting system according to state BARS and GASB requirements; ensures proper controls and accountability for all accounts and funds; establishes proper and efficient routing and control of documents, data, and forms.

Serves as city clerk; directs the preparation of Council agendas and other official city documents, licenses and permits; maintains official city records. Attends City Council meetings to take minutes and to receive and provide information as appropriate.

Prepares long-range financial forecasts for planning purposes; interprets changes in laws impacting city finances; provides sound financial advice to city officials.

As the city's risk manager, establishes and monitors appropriate loss control programs and training; purchases and administers all insurance programs; participates on the board of the city's insurance pools; coordinates the investigation and settlement of damage claims against the city.

Works with the city's labor contract negotiation team and may serve as acting city supervisor when the incumbent is absent.

Attend work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- The theory and practice of modern governmental accounting, auditing, reporting, and financial management;
- The current literature, trends, and developments relating to governmental accounting or financial management;

- Computerized accounting and reporting systems; Internal financial control practices and procedures;
- Cost and revenue analysis;
- Management and supervisory practices and procedures, including management by objectives;
- Risk management fundamentals;
- Personnel management and labor relations;
- Principles and practices of management and supervision.
- Desktop-based database and spreadsheet programs.

Ability to:

- Plan, organize, direct, and coordinate the work of subordinate supervisors and employees;
- Develop and implement long and short-term plans and goals for a finance department;
- Develop and implement modern auditing and accounting methods, procedures, and records;
- Prepare and analyze financial reports and statements;
- Establish and maintain effective working relationships with subordinates, other department heads, the City Council, the city supervisor and the general public;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work.
- Physically perform the essential functions of the job.
- Possession of a valid driver's license and safe driving record.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Bachelor's degree from an accredited college or university in financial management, accounting, business or public administration; Master's degree in Public Administration or related field preferred. CPA preferred. Five years of progressively responsible management level experience in public sector accounting, preferably municipal government accounting. Two years of experience in computerized accounting and financial software. Experience should include governmental budgeting, auditing, financial reporting, purchasing, billing, revenue collection and investment management, and/or any equivalent combination of experience and training.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, database and spreadsheet programs; computerized accounting and report systems, including web-based applications; and 10-key calculator. Requires occasional use of telephone, copy machine, and fax machine.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time. However, some travel to a variety of locations to perform work and/or attend meetings is required. Sufficient powers of observation are required to analyze and review financial and statistical records and observe the work of subordinate employees. Physical exertion may be required to lift office supplies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Class: Exempt

Adopted: 9/82

Revised: 9/91, 4/94, 12/01, 05/07



Position Description

**MANAGER OF FINANCE AND ADMINISTRATION
(PTBA Treasurer/Internal Auditor)**

- REPORTS TO:** Executive Director
- SALARY RANGE:** \$62,600 – \$80,799; Exempt status
- SAFETY SENSITIVE:** This position is not safety-sensitive.

JOB SUMMARY: Under general supervision of the Executive Director, plans, organizes, coordinates and manages the agency's fiscal and administrative staff and activities including financial, human resources, administrative and risk management functions; ensures fiscal and administrative services are provided in compliance with a variety of applicable State and Federal laws, regulations, and requirements as well as directives of the Board and the Executive Director. This position is also the Internal Auditor & Treasurer of the PTBA as authorized by RCW 36.57A.130. As Internal Auditor, this position must report to the Executive Director and the Board of Directors on irregularities that would place Skagit Transit in compliance liability.

DISTINGUISHING CHARACTERISTICS: This position reports to the Executive Director and functions as a member of the management team. Work includes overall responsibility for the preparation and maintenance of the agency's financial records and reports; administration of human resource activities including the recruitment, employment, benefit programs and discipline of agency employees; and the protection of agency personnel, equipment and other assets. This position works cooperatively with other agency managers and must have extensive knowledge of governmental accounting, human resource management, insurance and risk management issues, as well as the ability to apply independent judgment in unusual situations and circumstances.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, schedules, assigns and participates in financial management activities; analyzes and reviews financial statements to ensure accuracy and compliance with established fiscal policies and applicable laws, regulations and requirements; directs the preparation and maintenance of comprehensive records and reports as required by agency policy and external regulatory agencies.
- Plans, organizes, coordinates and directs all accounting functions including general ledger, payroll, accounts payable and accounts receivable; develop and implement appropriate internal controls; oversees and manages the agency's procurement function including writing and awarding requests for proposal according to legal requirements and established policy.
- Supervises and evaluates the performance of fiscal and administrative personnel including human resources, accounting, administrative support personnel and others as assigned; identifies individual and group training needs and provides for appropriate learning opportunities; selects, counsels, disciplines and terminates personnel as appropriate.
- Plans, organizes and coordinates preparation of the agency's budget; distributes instructions to agency managers regarding required format, justifications and documentation required; consolidates departmental budgets and submits the agency budget to the Executive Director and the Board in accordance with established timelines and policy.
- Analyzes agency financial statements and cash flow including current and anticipated revenues, payables and encumbrances; develops investment strategies to maximize profit and improve the agency's financial position; makes investment decisions according to agency and Board policies, guidelines and directives.
- Plans, organizes, coordinates and manages the agency's human resources function; develops and implements effective recruitment processes and ensures compliance with State and federal laws related to

employment and personnel management; oversees and serves as consultant to agency managers regarding disciplinary issues and grievances.

- Plans, develops and implements the agency's risk management function; analyzes, reviews and makes recommendations regarding the protection of agency personnel, equipment and other assets; directs implementation of comprehensive safety and training programs to minimize accidents.
- Analyzes, reviews and makes recommendations to the Board regarding employee benefits programs; ensures timely and accurate processing of claims for reimbursement; researches and makes recommendations related to expanded benefits and more cost-effective programs.
- Prepares and presents oral and written reports to the Board regarding agency finances, human resource issues and risk management; prepares and provides background and explanatory materials; responds to questions in formal meetings as required.
- Ensures financial, human resource, clerical and other administrative support is available for agency administration and departments.
- Supervises grant applications and grants administration for the agency.
- Prepares reports as required by Board, cities, county, state and Federal agencies.
- Serves as liaison with external auditors and provide requested information; oversees public disclosure procedures.
- As Internal Auditor, reviews, analyzes, and makes recommendations to the Executive Director and the Board of Directors on internal audit issues and Federal compliance requirements as they affect Skagit Transit. Prepares all compliance documentation related to all of Skagit Transit operations and management.
- Performs related duties as assigned.

QUALIFICATIONS: Any combination equivalent to: Bachelor's degree in accounting, business or public administration or closely related field and five years of increasingly responsible experience in finance and human resource management. Audit experience is preferred.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Generally Accepted Accounting Procedures (GAAP), Governmental Accounting Standards Board (GASB), and WA Code of Regulations (WCR)

Governmental finance and accounting procedures.

Investment strategies applicable to public sector agencies and organizations.

Preparation, analysis and review of comprehensive financial records, reports and documentation related to agency accounting, payroll, general ledger, purchasing and related functions.

Preparation, development and control of a public agency's budget.

Modern automated office systems, equipment and software used to manage fiscal activities.

Principles, practices and legal processes related to human resource management.

Laws, regulations, policies and requirements applicable to financial and human resource management.

Principles of supervision, training and personnel management.

Risk management, insurance, safety and loss prevention functions in public transit agencies.

WISHA requirements and Safety issues related to bus operation.

Procurement procedures including the preparation of detailed specifications and bids.

Oral and written communication skills, including correct English composition, usage and grammar.

Interpersonal skills including tact, diplomacy and persuasiveness.

Strong leadership skills and ability to work under pressure and time restraints.

Ability to:

Plan, organize, coordinate and manage the agency's financial, human resource and administrative functions. Make fiscal management decisions in accordance with agency policies and guidelines and directives from the Board.

Ensure compliance with a variety of laws, regulations and reporting requirements related to the agency's fiscal operations, human resource management and risk management functions.

Coordinate and manage the preparation, consolidation, maintenance and control of the agency's budget.

Train, supervise and evaluate the performance of assigned personnel.

Plan, organize and manage the recruitment, selection, employment, discipline and related human resource activities for the agency.

Prepare, analyze and maintain comprehensive records and prepare reports for distribution to executive management, the Board and external regulatory agencies.

Analyze cash flow and make informed cash flow decisions basal on principles of sound fiscal management.

Establish and maintain effective and cooperative working relationships with others.

Communicate effectively in English both orally and in writing.

Relate to individuals from diverse backgrounds and circumstances.

Work cooperatively with other agency managers and staff, external entities and the general public.

Maintain current knowledge in assigned areas of responsibility.

Utilize and evaluate automated systems including hardware and software.

Serve as the agency's purchasing officer and risk manager.

PHYSICAL REQUIREMENTS:

Requires sitting and using a computer approximately 90 percent of time, with balance of time spent traveling to various locations within the Skagit Transit office building, climbing stairs, stooping, reaching, bending, and lifting. The incumbent must drive to other locations both within the transit area and to external locations in order to attend meetings and conduct work. Must be able to lift approximately 25 pounds, be able to hear and speak to answer telephones and meet with employees and vendors, and others who have business with Skagit Transit. Must be able to read a variety of printed or handwritten material including statements, regulations, reports, and/or forms. Must be able to operate a computer, adding machine and copier.

WORKING CONDITIONS:

Work is performed while sitting at a desk or computer terminal, with some standing and walking within the office area. Incumbents are subject to noise from office machines; duties may involve some travel to other locations to conduct work.

SPECIAL REQUIREMENTS:

Must possess or be able to immediately obtain a valid Washington State Driver's License. Must have and maintain an acceptable driving record.

Approved:

Manager of Finance and Administration 10/11/05

Executive Director 10/11/05

SPOKANE TRANSIT
POSITION DESCRIPTION

for

DIRECTOR OF FINANCE AND ADMINISTRATION

NATURE OF WORK

A policy staff position which assists the Executive Director by providing overall coordination, direction and policy guidance as the chief financial officer of the Spokane Transit. Incumbent has regular contact with the general public and must coordinate work with various activities and contracts as they relate to ongoing accounting, planning, purchasing, data processing, budgeting and related business functions. Responsible for the administration, supervision and direction of STA's budgeting, accounting, purchasing, planning and grants, and MIS departments.

SUPERVISION

Position reports directly to the Executive Director and may act in behalf of the Executive Director in his/her absence.

ESSENTIAL FUNCTIONS

Complete responsibility for guidance and direction of all employees and phases of general accounting, purchasing, planning, data processing, management information, federal and state grants and for grant reporting requirements. Works independently with no direction except as established by the Executive Director.

Example of Duties

Responsible for preparation and submission of the Transit Development Plan and annual budgets, including input from division heads, Board and revenue estimates.

Prepares and administers assigned division and departmental budgets.

Responsible for overall operation and coordination of the various departments and functions assigned to this position.

Assists in the development of grant applications by having knowledge of transportation planning, federal requirements and funds available.

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DIRECTOR OF FINANCE AND ADMINISTRATION
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Responsible for all grant reporting and review requirements. This may include ongoing communication with the FTA - Seattle and Washington DC offices, submission of routine quarterly reports, and such other reports, certifications or documentation as may be required.

Directs development and maintenance of division policy procedures.

Develops comprehensive and uniform procedures for all financial business activities of STA. Assures adequate internal controls.

Administers an ongoing program of budgetary control by working closely with all functions and contracts.

Responsible for all financial statements and annual financial reports.

Prepares financial forecasts for the agency.

Administers commercial leasing of auxiliary STA real estate.

Supervises and controls all STA funds including grants, fare revenues, sales tax and state motor vehicle excise tax.

Participates in the development and analysis of managerial strategies.

Example of Duties

Works with department heads and supervisors in the solution of employee relation problems.

Interprets business policies and practices, and coordinates with the Executive Director the development of and proposals for such policies and practices.

Serves on boards and committees and attends various meetings as necessary.

Example of Duties

Makes public presentations as required.

Administers the investment program for STA funds.

Administers STA's retirement and employee welfare funds.

Participates as a member of the STA labor negotiations team and provides primary management strategy for any and all economic impacts of labor relations/negotiations.

Responsible for answering all inquiries from the Executive Director, Chairman of the Board, Board members and the general public, regarding STA financial functions.

Participates in community activities concerned with STA and its employees.

MINIMUM REQUIREMENTS

Training and Experience: Bachelor's degree in accounting, finance or a closely related field, a CPA certificate and six years of experience working in progressively more responsible positions which included responsibility in budgeting, accounting, purchasing, data processing, insurance and investment programs. An additional two years of qualifying experience at a senior level may be substituted for the required CPA certificate.

License: Must possess a valid driver's license from the state of residence.

Background Investigation: The incumbent will be subject to a background investigation.

Physical Capabilities: The physical requirements of this position are sedentary in nature and require communication orally or in writing.

Must be able to receive detailed information through oral communication and to make discriminations in sound.

Visual acuity to determine depth and field of vision.

Computer Skills: Experience within the Microsoft environment preferred.

SELECTION FACTORS

Thorough knowledge of the principles, practices and methods of accounting and purchasing as they relate to STA.

Thorough knowledge of state laws and Federal National Transit Database and other federal regulations pertaining to transit accounting and purchasing.

Thorough knowledge of the organizational structure and each function as they relate to accounting, purchasing, planning and data processing requirements.

Position Description
DIRECTOR OF FINANCE AND ADMINISTRATION
Page 4

Working knowledge of data processing.

Ability to understand and comply with the Federal National Transit Database accounting system and interpret various accounting requirements of grant programs.

Knowledge of federal minority business enterprise regulations and procedures.

Ability to work with transit staff in meeting Federal Title VI service non-discrimination regulations.

Ability to plan and supervise the work of subordinates and the financial practices of contractors; ability to establish and maintain effective public and working relations.

Considerable knowledge of employee benefit programs.

Ability to actively participate in negotiations with unions representing employees.

Ability to establish and maintain departmental budgets.

Knowledge of public speaking and ability to communicate effectively in written and oral form.

WAGE

Salary: Grade 10 of the STA Salary and Compensation Policy.

AA/EEO

Spokane Transit is an Affirmative Action and Equal Opportunity Employer.

VALLEY TRANSIT

Position Description

for

Finance and Administration Manager

Department: Administration
Reports To: General Manager
FLSA Status: Exempt Salaried Employee

Summary

This is a highly responsible professional administrative position involving the organization, direction and management of the transit system's financial department. The Finance and Administrative Manager is a dynamic, articulate, experienced leader who approaches challenges and opportunities with enthusiasm, initiative, integrity and commitment.

Nature of Work

The Finance and Administrative Manager:

- Manages the day to day affairs of the transit system administration office; supervises and trains administrative and accounting personnel; develops and maintains budgeting and accounting procedures and controls; serves as Auditor, Treasurer, Personnel Officer, Risk Manager, EEO Officer, and ADA Compliance Officer for the system.
- Performs duties and services in close proximity to the General Manager and the Valley Transit Board of Directors, and acts as next in command in the General Manager's absence. As such, work and information may at times be of a confidential nature, discretion is required. High ethical and professional standards shall be expected at all times.
- Maintains routine contact and liaison with the general public, community organizations, and other agencies and offices to benefit the mission and public perception of Valley Transit.

Essential Functions

Directs the financial affairs of the agency, including handling of all funds, accounting and reporting procedures, and long-range planning

Directs the review of all financial transactions and controls the expenditure of funds; enforces compliance with standard accounting systems and fiscal procedures

Directs the agency's budget process including long and short range forecasts of revenue and expenditures, capital budgets, detailed organizational and program budgets

Directs the implementation of personnel, financial and administrative policies

Assists the General Manager in negotiations and labor relation activities

Directs and maintains an investment program for the agency

Prepares applications for State and Federal grant programs. Develops and implements a system of internal controls to assure compliance with grant requirements

Attends Board Meetings; reports the business affairs of the agency

Communicates clearly and concisely, orally and in writing

This position will regularly require more than 40 hours per week of effort (an average of two night meetings per month, for example)

Assumes additional responsibilities and directs related activities as determined by the General Manager

Other Functions

Directs the agency's insurance and risk management program, assuring that risks are adequately provided for

Provides direction for the agency's purchasing and inventory control program

Acts as agency's computer network administrator, providing direction for the agency's data processing system

Minimum Education and Experience

Requires a Bachelor's Degree in Business Administration, Public Administration, or other related discipline. Prefer a Master's Degree in an appropriate field of study, or a Certified Public Account designation. Consideration will be given for level of responsibility in previous experience.

Additional Requirements

Must possess a valid driver's license from state of residence and maintain a good driving record

Must pass an employment physical examination, including a drug and alcohol test, to be certified for the position and maintain a physical condition which, either with or without accommodation, allows completion of all essential duties

Must provide documentation of United States citizenship or alien lawfully authorized to work in the United States

The statements contained herein reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required as well as the scope of responsibility, but should not

be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Salary and Benefits

Salary scale for this position ranges from \$x,xxx to \$x,xxx per month

Twelve vacation days are available per year. Eight holidays are observed, plus four floating holidays are available at times to be determined. Public Employees Retirement System (PERS), health, dental and life insurance are provided

JOB DESCRIPTION

JOB TITLE: Director of Finance

**EXEMPT
NON-REPRESENTED**

DIVISION: Finance

JOB EVALUATION POINTS: 1797

JOB SUMMARY: Directs the WTA's finance, accounting and procurement functions, including the development, implementation and on-going management of all financial, payroll, procurement, grant administration, financial management, pension, risk management and investment systems. This position is designated as Treasurer and Auditor of the WTA.

REPORTS TO: General Manager

DIRECTLY SUPERVISES: Manager of Accounting Services, Manager of Procurement and Materials, and Finance Department Assistant(s).

ESSENTIAL JOB FUNCTIONS:

1. Participates in Executive Staff and other meetings, providing input on decisions having significant organization-wide impact.
2. Provides oversight for all financial, accounting and procurement functions.
3. Functions as the WTA's Chief Financial Officer.
4. Member of the Collective Bargaining Management Committee which reviews and interprets collective bargaining agreement, assists in development of contract positions for future negotiations and reviews contract enforcement. This position may be a member of the contract-negotiating team.
5. Directs the review of all financial transactions and controls the appropriate expenditure of funds; ensures compliance with standard accounting practices and fiscal policies, WTA policies, and federal, state and local regulations and requirements.
6. Provides direction and support in the WTA's budget development and monitoring process.
7. Oversees and directs the WTA's contract, procurement, purchasing, contracts, grants and warehouse inventory control programs.
8. Develops and directs the insurance and risk management program.
9. Develops and maintains the investment program.
10. Produces the annual financial reports. Coordinates with the State Auditor during annual audits of financial records.

11. Monitors opportunities for grant funding. Prepares grant applications.
12. Provides leadership to Department staff and supervises departmental managers and assistant(s).

OTHER JOB FUNCTIONS:

13. Oversees the WTA's grants management and grantor compliance program, including Section 15 reporting and the Disadvantaged Business Enterprise (D.B.E.) program.
14. Assumes additional responsibilities and directs related activities as determined by the General Manager.

WORKING CONDITIONS, TOOLS, AND EQUIPMENT:

Duties performed primarily in an office environment but also requires traveling to terminal, meetings and various seminars. Typical office equipment used to accomplish job tasks: computer, printer, fax machine, photocopier, calculator and telephone.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Education and Experience

- Bachelor's Degree in accounting or another job-related field of study from an accredited four-year college or university required.
- Five years of progressively responsible experience in government finance, grants experience and general administration required.
- Experience in automated accounting systems is required.
- Experience in oversight of investment-management and pension programs is required.
- Experience in oversight and management of risk-management programs and claims-management systems.
- Knowledge and application of the principles and practices of Accounting (GAAP, FASB, GASB pronouncements) including use of the modified accrual based accounting, is required.
- Experience with the management of a self-insured medical insurance plan is preferred.
- An equivalent combination of education and experience sufficient to perform the essential functions of the job will be considered.

Language Skills

- Ability to read, analyze and interpret the most complex documents, including proposed and enacted legislation, manuals and contracts.

- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to make effective presentations on complex topics to top management, public groups and boards of directors.

Mathematical and Computer Skills

- Ability to work with mathematical concepts such as probability and statistics.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to apply accounting theories in practical situations, including the preparation and analysis of financial reports, general ledgers, revenue, expense, and investment projections, annual budgets, etc.
- Ability to operate a personal computer and a variety of software programs, particularly the Microsoft Office platform and budgeting software is required.
- Ability to understand the functionality of warehouse-management, fleet-management, AP/AR, and inventory-control systems.
- Working knowledge of MAS90 Accounting and High Line's ePersonality, or similar systems, is preferred.

Reasoning Ability

- Ability to define problems, collect data, establish facts, determine trends and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret an extensive variety of information furnished in written, oral, diagram or schedule form.
- Ability to comprehend and apply pertinent accounting and financial-related federal, state, and local regulations and laws, including IRS regulations as they relate to payroll and employer reporting, and FTA and WSDOT granting regulations.

Licenses and Certificates

- Washington State driver's license.
- Certified Public Accountant or Certified Management Accountant, highly preferred.

SPECIAL REQUIREMENTS:

All offers of employment are contingent upon passing a drug screen.

Revised October 2008

Reviewed by:

Human Resources Director

Approved by:

General Manager