



FINANCE MANAGER

Hourly Rate: \$43.73 - \$58.60 with benefit package

DEFINITION

Under administrative direction; plans, directs and manages the staff and operations of El Dorado Transit's finance functions; areas of responsibility include financial reporting, general accounting, payroll, accounts payable and receivable, budget and cash flow; performs the most difficult and sensitive, professional accounting, financial, and budgetary work; works with the Executive Director in developing and implementing fiscal related policy and procedures; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Executive Director. Exercises direct supervision over technical, and/or administrative support staff.

CLASS CHARACTERISTICS

This is a management classification which oversees, directs and participates in El Dorado Transit's major financial activities and programs comprising financial reporting, general accounting, payroll, accounts payable and receivable, budget and cash flow. The incumbent assists the Executive Director in the short and long-term planning, development and administration of fiscal policies, procedures and services. Successful performance of the work requires an extensive professional background as well as skill in coordinating fiscal operations with those of other El Dorado Transit departments and public agencies.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes management responsibility for El Dorado Transit's fiscal functions including financial reporting, general accounting, payroll, accounts payable and receivable, budget and cash flow; directs and monitors all financial activities to ensure compliance with mandated financial reporting requirements and professional standards.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; effectively recommends and implements disciplinary actions and other personnel matters.
- Assists in the development of goals, objectives, policies, and priorities for fiscal functions and activities including El Dorado Transit's annual operating and capital improvement budgets; implements approved policies and procedure.
- Coordinates the development and administration of El Dorado Transit's annual budget; works with departments to determine and forecast funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Prepares all required reports for compliance with financial operations including Annual Financial and Compliance Audits, Annual State Controllers report, National Transit Database reports, annual Government Compensation Report and bi-annual Transportation Development Act claims; prepares

financial statements, projections and monthly, quarterly and annual reports for presentation to the Executive Director, the Board of Directors and the general public.

- Serves as a resource to management on the development of grant applications; ensures that all grant funding is properly accounted for and in compliance with the terms and conditions of the grant.
- Evaluates alternative courses of action and makes recommendations which may include such areas as organizational structure, staffing, asset management, public capital financing, investment practices, banking services for public agencies, budget, cost analysis, facilities, equipment, productivity, or policy or procedure modifications.
- Performs professional accounting, payroll or financial analysis which require the review of a variety of reports and records, investigation and reconciliation of information, the control of fiscal records and journals, and the reconciliation/balancing of general ledgers, fund accounts and similar records.
- Participates in El Dorado Transit Board of Director meetings; prepares and presents various fiscal operations performance related reports.
- Directs the maintenance of fiscal records and files, including records related to operational and capital expenditures or improvements, general accounting, payroll, grant funding and related documents.
- Attends and participates in professional group meetings; stays current with new trends and innovations in the financial management field.
- Serves as El Dorado Transit's financial services representative with external agencies, private organizations and the general public.
- Receives and resolves issues presented by El Dorado Transit's employees and the general public regarding fiscal matters that require the use of judgment and the interpretation and application of policies, rules and procedures.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Services provided within a governmental fiscal operation including financial reporting, general accounting, payroll, accounts payable and receivable, budget and cash flow.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the fiscal function.
- Principles and practices of leadership.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Budgetary and fiscal auditing principles and practices, including Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles, practices, and techniques of agency budget preparation, maintenance, and administration.
- Fiscal, accounting and financial recordkeeping and bookkeeping principles and practices.
- Methods and techniques of preparing and maintaining general ledgers.
- Complex mathematical principles including general accounting and financial and statistical calculations.
- Principles and practices of customer service.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and El Dorado Transit staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software relevant to the work performed.

Ability to:

- Provide administrative, management, and professional leadership.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards for the department to ensure staff can meet a wide variety of priority deadlines.
- Independently organize work of self and staff, set priorities, meet critical deadlines, and coordinate multiple priorities with designated timelines.
- Exercise initiative and sound independent judgment within policy guidelines.
- Perform complex and difficult fiscal, accounting, auditing, and budgetary work.
- Prepare complete statistical records and financial reports including those required by federal and state agencies.
- Research, analyze, and make recommendations on administrative, management, and procedural practices; complex and sensitive administrative, budgetary, operational, programmatic, and organizational issues; evaluate alternatives; and reach sound conclusions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Lead or manage projects from inception to implementation.
- Perform budget analysis, preparation, and monitoring.
- Maintain confidentiality of sensitive information.
- Direct the maintenance of accurate fiscal records and files.
- Effectively represent El Dorado Transit in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree from an accredited four-year college or university with major course work in finance, accounting, business administration or a related field, and six (6) years of increasingly responsible professional financial program experience, including two (2) years in a management capacity.

Licenses and Certifications:

- Possession of, and ability to maintain, a valid California Driver's License and a safe driving record throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and

walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.