

Intercity Transit
JOB TITLE: Finance Manager

BAND	GRADE	SUBGRADE
C	4	5
DEPARTMENT: Finance and Administration	DIVISION: Finance	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: Finance and Administration Director	SUPERVISION EXERCISED OVER: Accounting Specialist Administration Assistant	PAY GRADE: C45
SUMMARY: Plans, organizes and manages the accounting, payroll and finance activities. Performs professional tasks in providing for custody and control of Agency resources and in reporting financial information.		
DISTINGUISHING CHARACTERISTICS: Provides professional level work in the accounting and finance areas to include supervising payroll, accounts payable, and accounts receivable activities. The Finance Manager reports to the Director of Finance and Administration and supervises support staff. As a Manager, is responsible and accountable for the accounting function.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; and, making hiring, termination, and disciplinary decisions and recommendations.	Daily 15% (B3)
2.	Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, fixed asset accounting, grant accounting and other miscellaneous business transactions.	Daily 25% (C4)
3.	Manages payroll, accounts receivable, accounts payable, fixed assets, inventory, and financial reporting functions; coordinates accounting functions with the data processing system.	Daily 10% (C4)
4.	Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize current and projected agency financial position.	Weekly 15% (C4)

Intercity Transit
JOB TITLE: Finance Manager

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
5.	Prepares or develops Annual Report and financial reports required for a variety of agencies. Assures that required reports are in compliance with established audit standards and/or applicable laws, rules or regulations. Primary contact for the State Auditor and oversees the Agency's annual audit process.	Weekly 10% (C4)
6.	Performs farebox responsibilities as needed.	Weekly 5% (A1)
7.	Attends, chairs and conducts a variety of meetings with the Agency; serves on committees as requested; makes presentations to the Intercity Transit Authority; represents the Agency and gives oral presentations at meetings, conferences and other events.	Monthly 5% NB
8.	Establishes, modifies, documents, and coordinates implementation of accounting and accounting control procedures.	Monthly 5% (C4)
9.	Prepares and develops annual division budget; monitors and approves expenditures in accordance with Agency policies and principles of sound fiscal management.	Monthly 5% (C4)
10.	Devises and implements system for general accounting, including conformance with GASB, FASB, Yellow Book, State, Federal and other regulatory agencies; ensure proper internal controls in place.	Quarterly 5% (C4)
11.	Performs day-to-day administration of the agency's deferred compensation plans, including distribution requests, Qualified Domestic Relations Orders, loan processing, etc.	Weekly 5% (C4)
12.	Performs other duties of a similar nature or level.	As Required
13.	Must meet regular time and attendance standards.	Always

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Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Generally Accepted Accounting Principles (GAAP);
- Applicable Federal, State, and Local laws, rules, and regulations;
- Financial reporting requirements;
- Budgeting principles and practices;
- Pension plan rules and regulations;
- Deferred compensation plan rules and regulations.

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating subordinate staff;
- Preparing finance and accounting related reports;
- Compiling and analyzing financial information;
- Interpreting and applying applicable Federal, State, and Local laws, rules, and regulations;
- Developing and implementing accounting control procedures;
- Writing reports and business correspondence;
- Developing and administering budgets;
- Handling multiple tasks simultaneously;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, elected officials, and the general public sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Accounting, Finance, or a related field and five years of increasingly responsible government accounting, including two 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.

Licensing Requirements (position requirements at entry):

- Certified Public Accountant (CPA) license.

Must submit to criminal background check, the results of which must meet hiring criteria for the role.

Physical Requirements:

Positions in this class typically require: talking, hearing, and seeing.

Sedentary Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR