

Intercity Transit
JOB TITLE: Finance Manager

BAND	GRADE	SUBGRADE
D	6	1
DEPARTMENT: Administration Services	DIVISION: Finance	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: Administration Services Director	SUPERVISION EXERCISED OVER: Senior Accountant Lead Accounting Specialist Accounting Specialist	PAY GRADE: D61
SUMMARY: Plans, organizes, leads, and manages the Agency's financial activities including accounting, fiscal management, financial forecasting and ensures agency compliance in all fiscal activities. Performs professional duties providing for custody and control of Agency resources and in reporting financial information. Supports the Agency's strategic and business goals and objectives.		
DISTINGUISHING CHARACTERISTICS: Performs the most complex professional finance level work in the accounting and finance areas. As a Manager plans, organizes and manages the agency's financial tasks, such as accounting, fiscal management, long-range financials, budgeting and risk management activities in the Finance Division. The Finance Manager reports to the Administration Services Director and supervises support staff.		
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Supervises, leads and mentors 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. Leads Finance team in developing and maintaining high levels of customer service, professionalism, individual skills and effective team work approach.	Daily 15% (B2)
2.	Plans, organizes, and manages the Agency's financial accounting activities; payroll, accounts receivable, accounts payable, fixed assets, inventory. Balances revenues, expenditures and debt issuance; provides financial analysis, and audit guidance. Monitors and approves division expenditures in accordance with Agency policies and principles of sound fiscal management.	Daily 15% (D6)
3.	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. Reviews grant expenditure records.	Weekly 15% (C4)

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4.	Primary contact for the State Auditor and oversees the Agency's annual audit process. Coordinates and assists with physical inventory of agency's fixed assets per Federal requirements, coordinates vehicle parts physical inventory.	Monthly 10% (C4)
5.	Assures adequate internal controls, accurate record keeping and timely reporting in compliance with established laws, codes, regulations and policies.	Weekly 10% (D6)
6.	Administers, evaluates and formulates policies for complex employee pension, retirement and benefit plans. Provides leadership to ensure compliance with State and federal laws and regulations. Performs administration of the agency's deferred compensation plans, including distribution requests, Qualified Domestic Relations Orders, loan processing, etc.	Weekly 15% (D6)
7.	Directs the preparation, maintenance and distribution of records, reports, statistics and other materials for Agency use and for Local, State and Federal agencies as required. Researches financial and legal issues, and prepares reports, studies and exhibits used in the presentation of financial related proposals and analyses. Recommends, implements and evaluates risk-financing for the Agency.	Weekly 10% (D6)
8.	Administers and evaluates Agency fiscal activities to include cash management and cash requirement needs, budget preparation and subsequent budget vs. actual performance analysis, financial forecasts and projections of revenues and expenses. Prepares and develops annual Agency and Finance division budgets. Communicates the fiscal health of the Agency to the Board.	Monthly 10% (D6)
9.	Devises and implements systems for general accounting, including conformance with GASB, FASB, Yellow Book, State, Federal and other regulatory agencies; ensures proper internal controls are in place.	Quarterly 10% (C4)
10.	Performs long-range planning activities for the Transit Development Plan and the Annual State Report.	Quarterly 10% (D6)
11.	Attends, chairs and conducts a variety of meetings with the Agency; serves on committees; makes presentations to the Intercity Transit Authority; represents the Agency and gives oral presentations at meetings, conferences and other events. Serves on the WA ST Transit Insurance Pool Executive committee.	Monthly 10% (D6)

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12.	Performs Farebox responsibilities as needed.	As Required
13.	Performs other duties of a similar nature or level.	As Required
14.	Must meet regular time and attendance standards.	Always

Knowledge (position requirements at entry):

Knowledge of:

- Management principles and practices;
- Generally Accepted Accounting Principles (GAAP);
- Applicable Federal, State, and Local laws, rules, and regulations;
- Risk management theory and principles;
- Contract development practices;
- Finance theory and principles;
- 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:

- Compiling, analyzing and preparing financial information;
- Monitoring and evaluating subordinate staff;
- Developing and administering budgets;
- Applying contract, grant, and other administrative limitations to project activities;
- Working with mathematical concepts such as probability and statistics;
- Reading, analyzing, interpreting finance and accounting related materials and reports;
- Interpreting and applying applicable Federal, State, and Local laws, rules, and regulations;
- Presenting information and responding to questions from groups of managers, clients, customers, and the general public;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Dealing with abstract and concrete variables;
- Developing and implementing internal control procedures;
- Writing reports, procedure manuals and business correspondence;
- 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.

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Training and Experience (position requirements at entry):

Bachelor's Degree in Accounting, Finance, General Business or Public Administration 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)

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.

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

Revised: 2015: removed Admin Asst position from this Division. Continues to supervise 1 Accounting Assistant.cd

Revised: 09/16: update JD for recruitment; minor edits/adds to essential functions and now a CPA "preferred".cd

Revised: 04/17: Re-org of Finance Div. The Dept. Director position eliminated. Dept.re-structured to new Administration Services Dept. Finance Manager position re-classed due to higher level DB duties; also CPA is now a requirement.cd

Revised: 7/19: added Lead Accounting Specialist to Supervision Exercised Section.hs