



JOB DESCRIPTION

Job Title: Finance Manager / Chief Financial Officer
Department: Management / Administration
Report To: General Manager
FLSA Status: Exempt

Summary: Under direction of the General Manager, provides difficult, complex technical or specialized accounting, financial and budgetary work and support; performs related work as assigned. This includes maintaining a complete set of ledgers and supporting financial records in a centralized accounting setting. Work is performed with a view to the need for and operation of mass transportation services ten to twenty years into the future.

Essential Duties and Responsibilities: Include the following and other duties as may be assigned.

- Performs complex and technical fiscal, accounting, payroll or financial duties which may require the review of a variety of reports and records, investigation and reconciliation of information, the establishment and maintenance of control and subsidiary fiscal records and journals, and the reconciliation and balancing of subsidiary ledgers, fund account and similar records.
- Makes journal entries, calculates pre-pad expenses; enters cash receipts and depreciation in compiling all financial information for the agency.
- Prepares invoices and bills accounts receivable, maintaining billing transactions in A/R journal.
- Receives and records cash collected from fare boxes and payment made to accounts receivable.
- Invoices capital, operating assistance and planning grants per established schedules and/or as directed by General Manager and other departments.
- Processes accounts payable, verifying invoices, producing claims, preparing and mailing warrants, and making journal entries of payable transactions.
- Maintains the depreciation schedule of the Agency's assets through meetings with Manager of Operations and Maintenance Manager; accumulating depreciation into financial statements.

- Processes monthly payments made to Senior Centers.
- Compiles and reports year-to-date figures by account for use in preparation of annual budget.
- Records use from maintenance parts, fuel and tire inventory, reconciles reports with maintenance inventory and with annual physical inventory.
- Supervises cash count weekly, assisting as needed, and verifying receipts from fare boxes.
- Prepares year-end closing statements and annual financial reports, working with Auditor; sets up new books and files for ensuing fiscal year.
- Prepares periodic financial analyses as necessary to manage the financial stability of the Agency.
- Produces the following monthly financial reports: Income Statement, Balance Sheet, Cash Reconciliation, Senior Center Income Statement, Capital Budget Tracking, and Cash Balance Projections.
- Develops Annual budget under the guidance of the General Manager and with input from other management staff.
- Develops and maintains internal accounting and administrative controls in consultation with the General Manager.
- Produces the Bi-weekly payroll and related deductions and fringe benefits calculations.
- Participates in meetings of the Management Team, providing and exchanging information relative to finance; contributes to the formulation of management decisions and solutions to system-wide problems; participates in meetings of the Board of Directors, and may represent the agency at various community events and meetings as relative to the finances of MTA.
- Works with individuals and agencies outside the agency including auditors, MCOG and Caltrans to maintain an understanding of trends and legislation relative to Finance; works with the County Auditor Controller, MCOG and various State agencies to track and forecast public revenues.
- Performs other related duties as required.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the company's policies and applicable laws. Responsibilities include training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employee; addressing complaints and resolving problems.

Measures of Performance: The Finance Manager shall be considered to be performing an acceptable manner when the following have been accomplished:

- 1) **Analytical** – Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- 2) **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyses information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- 3) **Technical Skills** – Assesses own strengths and weaknesses; Pursues training and development opportunities;
- 4) **Interpersonal Skills** – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others ideas and tries new things.
- 5) **Oral Communication** – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- 6) **Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building appositve team spirit; Puts success of team above own interests; Ability to build morale and group commitments to goals and objectives, Supports everyone’s efforts to succeed.
- 7) **Managing People** – Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates activities; Makes self-available to staff; Provides regular performance feedback, Develops subordinates’ skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.
- 8) **Leadership** – Exhibits confidence in self and others; Reacts well under pressure; Shows courage to take action; Motivates others to perform well; Provides recognition for results.
- 9) **Develops People** – Provides regular performance feedback; Develops subordinates’ skill and encourages growth; Fosters quality focus in others.
- 10) **Delegation** – Delegates work assignments; Undertakes self-development activities; Maintains adequate supervision of delegated work to ensure its completion; Matches the responsibility to the person; Gives authority to work independently.
- 11) **Cost Consciousness** – Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organization resources.

- 12) **Organization Support** – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Support affirmative action and respects diversity.
- 13) **Judgment** – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decision.
- 14) **Planning/Organizing** – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- 15) **Professionalism** – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- 16) **Dependability** – Follows instruction; Responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- 17) **Adaptability** – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Ability to deal with frequent change, delays, or unexpected events.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Requires knowledge of budgetary principles and practices and audit principles and practices.

Education and/or Experience: Associates of Arts (A.A.) or Bachelor's degree (B.A.) from four-year College or University, with major course work in accounting and/or experience with at least 5-7 years of progressive experience in fiscal bookkeeping, payroll, accounting, budget administration, revenue support or similar office support experience. (NOTE: The experience in lieu of education is a typically accepted way of obtaining the required knowledge and skills.)

Knowledge of and experience working with governmental budgets, grants, and/or special district funding and accounting is highly desirable. Knowledge of and experience working in California Transit would be ideal, but is not required.

Computer Skills: To perform this job successfully, an individual should have knowledge of the Microsoft Office Suite of products, including Word and Lotus or Excel. Accounting Software such as Quick Books and/or Quick Books Pro. Knowledge of basic office equipment should include: Calculator, Internet and email, copy and fax machines, postage meter and telephone.

Certificates, Licenses, Registrations: A valid driver's license and proof of current insurance.

Physical and Emotional Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand; walk, use hands to finger, handle or feel; reach with hands and arms; climb or balance; stop; kneel, crouch, or crawl and talk to hear. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.