

BAY AREA TRANSPORTATION AUTHORITY JOB DESCRIPTION

FINANCE DIRECTOR

Supervised By: Executive Director
Supervises: Employees assigned to accounting positions

Position Summary:

Under the general supervision of the Executive Director, provides oversight of all financial and budgetary activities. Responsible for the fiscal functions of BATA in accordance with generally accepted accounting principles and in accordance with financial management techniques appropriate within the transportation industry. Assists in the functions of the department as necessary.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Serves as chief accountant and finance officer with responsibility for oversight and quality assurance of the financial system as pertaining to budgetary issues, investments, cash assets and all financial and accounting systems.
- Provides timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Executive Director and the Board in performing their fiduciary responsibilities.
- Works with the Executive Director and other departments on issues of budget, accounting, and project financing. Assists other departments with budget preparation. Generates and develops the annual operating budget and capital plan. Conducts cost-of-service studies. Prepares cost comparison statements relating to the budget, and makes recommendations for budgetary amendments. Makes adjusting entries.
- Develops and implements an organization wide cost accounting system. Provides training and coaching to departmental managers as necessary to ensure proper use of departmental budgets.
- Develops a reliable cash flow projection process and reporting mechanism which includes minimum cash threshold to meet operating needs.
- Prepares monthly, quarterly and annual financial reports as required. Prepares federal tax returns and wage detail reports. Keeps abreast of laws and regulations which effect payroll procedures and taxation.

- Maintains and is responsible for the integrity of the employee payroll operations and data processing system. Maintains fringe benefit and employee financial status reports.
- Assists in the development and implementation of departmental policies and procedures, in establishing departmental goals and objectives, and in creating internal controls. Develops and maintains accounting procedures as required by specific contracts, grants, or purchases of service agreements.
- Participates in the hiring and training of departmental staff. Supervises personnel, assigns work, monitors performance, and takes appropriate corrective action. Assists in the functions of the department.
- Coordinates the month-end and year-end closing process. Maintains general ledger and analysis of accounts. Prepares journal entries as needed. Prepares reports required by regulatory agencies.
- Makes preparations for the annual audit.
- Participates with other departments, BATA's risk management activities, and insurance program. Determines depreciation rates to apply to capital assets.
- Maintains ongoing file of vendor and service accounts.
- Collaborates with other departments, and/or the Executive Director, on special projects.
- Attends meetings and makes presentations as requested.
- Performs related work as required.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Educational requirements include a Bachelor's degree in finance, accounting, business administration, or related field.

Experience requirements include three or more years of public accounting including progressively responsible supervisory duties.

CPA preferred.

Thorough knowledge of the governmental accepted accounting principles, methods and techniques of bookkeeping, accounting, internal controls and financial reporting.

Considerable knowledge of computer software and related technology.

Skill in interpreting financial data and developing operating and capital budgets.

Skill in training, supervising, and evaluating the work of others.

Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.

Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, other employees, appointed officials, governmental agencies, and vendors.

Ability to communicate effectively and present ideas orally and in writing.

Ability to maintain accurate records, self audit and correct errors, create comprehensive reports and perform mathematical computations with accuracy.

Ability to critically assess situations and solve problems, maintain confidentiality and work effectively under stress, within deadlines and changes in work priorities.

In addition to the above requirements, all positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions and the ability to interact positively with other employees and members of the public. Employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity, and loyalty as it pertains to and reflects upon their employment. Employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office and field setting, stand, sit, stoop and kneel, use hands to finger, handle or feel and reach with hands and arms. The employee must lift and/or move items of moderate to heavy weight.

The typical work environment of this job is an office setting where the noise level is moderate and sometimes loud.

Employment Status:

It is the policy of the Authority that all employees in this job classification are employed at the will of the Authority and may resign or be dismissed with or without cause or notice at any time during employment.

FLSA – Exempt – Administration

August, 2009

January, 2010 Revised to include Finance Officer in Position Title

February, 2010 Revised to include departmental cost accounting function

January 2012 Revised title to Director