



FINANCE OFFICER

Job Description

FLSA Status: Exempt

EEOC Category: 2

Classification Established: February 2012

DEFINITION

Under direction of Executive Director/General Manager, the Finance Officer will perform a variety of complex financial and accounting assignments relative to the development and maintenance of the accounting system of SolTrans; prepare a variety of narrative and statistical reports; oversee budget development and monitoring; oversee receipt, disbursement, and reporting on grants; to lead and participate in the work of staff responsible for all financial and accounting functions for the SolTrans; and perform related work.

DISTINGUISHING CHARACTERISTICS

This classification involves a broad range of assignments requiring independent thinking and good to excellent financial, statistical, computer, writing, and oral communication skills.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Executive Director/General Manager and exercises functional and technical supervision over JPA financial and accounting staff and related consultants and programs.

QUALIFICATIONS

Knowledge of:

Principles and practices of governmental accounting and auditing and their application to municipal and transit operations; federal and state laws, local ordinances, resolutions and regulations pertaining to local transit operations; principles and practices of governmental finance administration, including financial reporting, auditing, budget preparation and administration; techniques of data processing systems; automated financial systems and computerized accounting applications; principles of supervision, training, progressive discipline and performance evaluation; efficient program coding and file design techniques; and system and program documentation concepts.

Ability to:

Interpret and apply legal and procedural regulations to fiscal operations; present oral and written reports to public, various agencies, and contractors on fiscal matters; provide leadership in determining financial strategies and policies; manage the organization's financial goals, objectives and budgets; provide strategic support to the Executive Director/General Manager; Plan and manage cash flow and investment activities. Provide effective oversight on all audit activities. Manage staff work related to grant preparation and submission; adherence to Federal and State guidelines in the use of public funds and accounting for grant expenditures. Select, supervise, train and evaluate staff; analyze and interpret fiscal accounting records and data; identify, develop and implement new and improved accounting record keeping, auditing procedures for municipal operations, including new and improved financial accounting applications for financial management; prepare accurate, concise, comprehensive financial and statistical reports; analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem-solve operational and technical issues; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively, both orally and in writing; train others in the operation and maintenance of financial systems. Establish and maintain effective working relationships with those contacted in the course of work including elected officials, other government agencies and the general public Perform related duties and responsibilities as required.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include, but are not limited to, the following:

General Accounting

Monitor account activity, and ensure account activity is recorded accurately. Prepare monthly and annual financial statement. Prepare invoices for payment, matching invoices with authorizations, coding accounts, and cross-checking information. Monitor vendor usage and summarize DBE participation. Monitor usage and purchases in compliance with applicable laws and regulations. Recommend and implement revisions to the system, including new accounts, new reporting systems and new ledger and subsidiary record systems. Administer programs associated with transfer and fund pass-through agreements with other agencies. Prepare and maintain manual of financial procedures and policies.

Budget Development and Oversight

Under direction of SolTrans Executive Director/General Manager, prepare and update SolTrans budgets. Gather and analyze financial data in order to project expenditures and revenues, relative to adopted and planned budgets. Research possible funding sources and write the financial section for grant proposals. Review all fiscal documents for correctness and compliance with applicable regulations.

Grant Program Accounting and Grant Management

Monitor grant and match fund usage for internal management and audit use. Prepare appropriate summary and accounting reports for individual projects within grants; distribute to management staff. Arrange assignment of accounts. Prepare annual claims for allocations of TDA, STAF, and RM2 funds. Maintain project and accounting records necessary to support reimbursement claims. Prepare reports to the Federal Transit Administration and other agencies as necessary. Insure compliance with grant management procedures.

Asset Inventory Records

Maintain comprehensive asset listing within regulatory guidelines. Update changes in assets. Submit required documentation. Prepare asset database for annual depreciation report and calculate.

Financial and Operating Reports

Generate monthly, quarterly, annual financial statements. Responsible for collecting and submitting data for reports, including Federal Transit Administration (FTA) under National Transit Database reporting requirements. Prepare annual year-end financial statements in preparation for audit. Prepare annual State Controllers Report. Prepare annual NTD reports. Prepare data and information reports required by MTC, STA, Caltrans, FTA, and other agencies, as required.

Primary Contact for Regulatory Inquiries, Audits and Reviews

Oversee selection process for required auditors. Prepare for fiscal and performance audits and reviews. Act as internal lead in collecting information for audits and reviews. Act as primary contact to auditors and reviewers. Act as a liaison for SolTrans to member agencies, Solano Transportation Authority, MTC, state and other agencies on matters relating to fiscal operation.

Fare Media and Cash Accountability and Controls

Review contractor cash handling controls and procedures including bus on board systems, counting locations, ticket sales outlets, and all related functions. Research and recommend cash and fare handling systems for constantly improving cost effectiveness, controls, and accountability. Arrange and manage agreements with cash and fare handling contractors.

EDUCATION, EXPERIENCE AND LICENSE REQUIREMENTS

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

Education

Equivalent to completion of a Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance or a related field.

Experience

Three years of increasingly responsible management experience in public sector finance or accounting including experience with computers, systems analysis and implementation of data processing applications. Experience in Transit governmental accounting preferred.

License or Certificate

Select positions may require the possession of a valid California Class C driver's license and a satisfactory driving record as conditions of initial and continued employment.

PHYSICAL AND SENSORY REQUIREMENTS:

Work in a standard office environment; sit at a desk for extended periods of time; occasionally stand up and walk in office or other building; lift, carry, and push/pull files and documents weighing up to ten (10) pounds; see well enough to read and interpret complex written documents and information on computer monitors; hear and speak well enough to talk with others on the telephone to exchange information; sufficient hand and finger dexterity to be able to write and operate computer keyboards; concentration necessary to perform multiple tasks concurrently.