

APPLICATION INSTRUCTIONS

To be considered for this outstanding career opportunity, the full job description and the **SolTrans** job application with instructions can be found online at <http://www.sta.ca.gov/Content/10027/JobsRFPs.html>. Resumes may be attached to the application, but are not accepted in lieu of submitting a complete SolTrans application. Applications must include a signature and be forwarded to: Solano Transportation Authority, Attn: Human Resources, One Harbor Drive, Suite 130, Suisun City, Ca 94585 or fax to (707) 424-6074. Final Filing Date: 5:00 p.m., Friday, March 9, 2012. Following the initial screening process, those candidates who present the most relevant qualifications for the position will be invited to continue in the Selection process (Applicants will not be contacted until mutual interest is established). Oral interviews with finalists are tentatively scheduled for Tuesday, April 3, 2012. If you have any questions regarding this position, please feel free to contact Joy Apilado (Human Resources Consultant) or Johanna Masiclat (STA Office Manager) at (707) 424-6075.

Solano County Transit (*SolTrans*)

The Solano County Transit (SolTrans), Joint Powers Authority (JPA) is located in Vallejo, California, in the San Francisco Bay Area. SolTrans was established in December of 2010 to consolidate transit services formerly operated by the Cities of Benicia and Vallejo. Transit services include: intra city fixed-route, deviated fixed-route, paratransit, and subsidized taxi services, as well as inter-city express bus service. The bus service component of the BayLink Ferry may remain with SolTrans through a contract with the San Francisco Bay Area Water Emergency Transit Authority (WETA).

SolTrans initial budget is projected to be approximately \$12 million annually. Initially, staffing is budgeted to be a total of 5.5 FTE with certain functions such as legal, human resources, and financial management to be delivered through contracts. The SolTrans Board of Directors is comprised of the Mayors of Benicia and Vallejo along with a Council member from each City and Solano County's representative to the Metropolitan Transportation Commission (MTC).



Solano County Transit



is accepting applications
for the position of

Finance Officer

DEFINITION

Under the direction of the Executive Director, the Finance Officer performs a variety of complex financial and accounting assignments relative to the development and maintenance of the accounting system of SolTrans; prepares a variety of narrative and statistical reports; oversees budget development and monitoring; oversees receipt, disbursement, and reporting on grants; leads and participates in the work of staff responsible for all financial and/or accounting functions for SolTrans; and performs related work.



RESPONSIBILITIES AND DUTIES

The Finance Officer is responsible for the following:

- General Accounting
- Budget Development and Oversight
- Grant Program Accounting and Grant Management
- Asset Inventory Records
- Financial and Operating Reports
- Primary Contact for Regulatory Inquiries, Audits and Reviews
- Fare Media and Cash Accountability and Controls

QUALIFICATIONS

The ideal candidate will have a minimum of three years of increasingly responsible management experience in public sector finance or accounting and have knowledge of principles and practices of governmental accounting and auditing. Experience in municipal and transit operations, federal and state laws, local ordinances, resolutions and regulations is desired. Must be proficient in financial reporting, auditing, budget preparation, administration and audits; and system and program documentation concepts. Candidate will have the 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; and plan and manage cash flow and investment activities. The Finance Officer prepares accurate, concise, comprehensive financial and statistical reports, identifies and interprets technical and numerical information; establishes and maintains effective working relationships with those contacted in the course of work.

The successful candidate must possess the ability and knowledge to implement principles, practices and techniques of financial management, contract administration, governmental budget preparation and control, including Federal and State grant laws; funding sources, grant application procedures, and codes and regulations. Good interpersonal skills and excellent judgment are essential qualities to achieve success when dealing with contacts in the course of work, including elected officials, other government agencies and the general public. Must have proven ability to quickly establish credibility and support an organization in its developmental efforts.

A background that includes public sector governmental accounting and a Bachelor's degree in finance, business administration or a related field is required. A Master's degree in a related field is highly desirable.

COMPENSATION AND BENEFIT INFORMATION

Salary range \$6,948 - \$8445 per month.

Benefits are currently pending and shall include a comprehensive benefit package of retirement and health and welfare items. The new SolTrans JPA anticipates direct membership in the CalPERS retirement program, and is currently affiliated with its JPA member agencies.



SolTrans is an Equal Opportunity Employer