



FINANCE MANAGER

Hiring Range: \$72,375 to \$87,973 Annually, Paid on a Bi-Weekly Basis

The employee in this position provides strong leadership and direction to the Finance Team and is responsible for the efficient and effective performance of financial planning and forecasting, accounting, budgeting, grants, procurement, capital projects, and information technology activities. This position requires effective and cooperative relationships with other MTA teams, community and transit leadership. Work requires the ability to resolve conflicts and deal effectively with other MTA team members through developing and maintaining collaborative and congenial working relationships.

ESSENTIAL DUTIES:

- Ensure proper Agency accounting in accordance with established fiscal policies, state and federal laws and regulations, and Generally Accepted Accounting Principles.
- Supervise and evaluate the performance of team personnel; select, orient and counsel employees; discipline and terminate personnel as appropriate. Provide for and/or conduct staff development; train staff.
- Ensure the accurate maintenance of the general and subsidiary ledgers and that journal entries are prepared and adjusted as required. Monitor, review and approve documentation related to payroll, accounts payable, accounts receivable, fare collection, bank reconciliations, and inventory. Monitor cash accounts and transfer funds between checking and investment accounts. Maintain and evaluate fixed asset accounts.
- Ensure that the MTA Board and Leadership Team have accurate and timely financial information that contribute to decisions on the future strategic direction of the Agency. Prepare reports and/or give presentations at leadership, authority and advisory board meetings as needed or requested to present and explain financial reports and issues.
- Ensure preparation and maintenance of monthly fiscal records and reports including income or revenue statements; capital asset values; federal, state and other grant reimbursement claims; balance sheet; financial statements; and reports related to sales tax, investment funds, grant status and other areas as requested. Ensure year-end reports are prepared in accordance with required legal timelines for the annual closing and audit process.
- Ensure the preparation and submittal of monthly periodic and annual financial statements and reports required by state and federal agencies conform to established timelines, formats and other requirements.
- Ensure MTA is able to undergo financial scrutiny by the State Auditor's Office, other state agencies and the Federal government on all aspects of financial and grants management without findings, concerns or being removed from the status of "in good standing", for all fiscal matters, including agency financial statements, under the position's control.
- Assist Human Resources in the evaluation of existing company benefits with those of other employers by analyzing other plans, surveys, and other sources of information. Plan, develop, and/or participate in area and industry surveys. Analyze results of surveys and develop specific recommendations for review by management on health and retirement benefit programs.
- Assist Leadership Team in the annual review, preparation and administration of Agency wage and salary program.
- Prepare, analyze, review, maintain, and distribute comprehensive cost estimates, lease agreements, contracts, financial plans, records, reports, statements, budgets, statistics and other financial documentation for Agency use and as requested by local, state and federal agencies.
- Analyze and evaluate statistics data and reports. Make projections and identify trends in support of efficient Agency operation. Formulate methods to improve finances, and develop recommendations concerning the Agency's financial position.
- Annually plan, develop and administer the Financial Team budget. Prepare the Agency's revenue projections and consolidate all team budgets into annual Agency budget. Coordinate the development of the Agency's annual capital and operating budgets and long-range financial plan. Monitor and approve expenditures, and adjust budgets, in accordance with principles of sound fiscal management. Monitor monthly budget data for all teams and confer with managers regarding anticipated expenditures, expenses charged to various accounts, capital purchases, grant expenditures and other fiscal issues.



EMPLOYMENT OPPORTUNITY

- Oversee technology related to Agency financial controls. Plan, review and update or revise automated and manual reporting systems for the Agency as appropriate.
- Assure timely and accurate preparation and coordination of annual state audit.
- Assist with the development of grant applications for Agency projects.
- Oversee administration of approved grants, including but not limited to state consolidated grants and Agency project grants, and ensure legal compliance and the timely and accurate preparation and distribution of required correspondence, reports and other documents.
- Plan, organize and manage the Agency's purchasing functions, ensuring cost-effective procurement of goods and services within policy guidelines and legal requirements.
- Assist in the preparation of complex bid specifications and develop award criteria. Administer and monitor contract compliance; review and revise procurement guidelines of Agency as necessary. Ensure that materials and supplies are ordered, received, distributed, stored, inventoried and controlled for timely use by Agency personnel.
- Conduct, attend and/or participate in a variety of meetings within MTA and in the community; serve on committees and assist with coordinating special events as directed; represent MTA at various meetings within the community, at local, state and national levels, making presentations as needed; participate in and represent MTA in finance, technology and insurance-related committees of the Washington State Transit Association (WSTA), Washington State Transit Insurance Pool (WSTIP), and Washington State Department of Transportation (WSDOT), as assigned.

MINIMUM QUALIFICATIONS:

The position requires any combination of education and experience equivalent to a Bachelor's Degree in General Business Administration, Accounting, Finance or a closely related field, **and** seven (7) years of progressively responsible management level experience in governmental accounting, finance and comprehensive budget development, **including** three (3) years of experience involving supervision of staff.

HOW TO APPLY:

Submit application clearly showing how you meet the minimum qualifications listed above to:

Mason Transit Authority
Attn: Rikki Johnson, Human Resources Manager
790 E. Johns Prairie Road
Shelton, WA 98584
Phone (360) 432-5720
www.masontransit.org

This recruitment is open until filled with first review of resumes on Monday, May 11, 2015. MTA reserves the right and may exercise the option to make a hiring decision at any time. Candidate evaluation will be ongoing.

SELECTION PROCEDURE:

The most competitive applicants, who in the judgment of the Human Resources Department, most closely meet the requirements of the position, may be invited to an oral review panel. It is the responsibility of the applicant to supply sufficient information and detail on their resume/application materials to permit the Agency to properly evaluate their qualifications and abilities as they relate to the position.

Mason Transit Authority is an equal opportunity employer and does not unlawfully discriminate on the basis of race, gender, wage, color, religion, national origin, marital status, veterans status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law.

Please let Mason Transit Authority know if you need accommodations in order to participate in the application process.