



Position:
Finance Manager

Status:
Full-Time, Exempt

JOB DESCRIPTION

SUMMARY:

Under general direction and guidance of the General Manager, the **Finance Manager** position plans, organizes, coordinates, manages, controls and evaluates financial accounting and reporting for MTA including financial planning and forecasting, accounting, budgeting, grants, procurement, capital projects to ensure the fiscal health and sustainability of the Agency; participates as a member of the Leadership Team in the overall administration of MTA; supervises and evaluates the performance of team personnel; and performs other related work.

DISTINGUISHING CHARACTERISTICS:

The employee in this position provides efficient and effective performance of financial planning and forecasting, accounting, budgeting, grants, procurement, and capital projects. The Finance Manager reports to the General Manager and work is reviewed for evaluation of professional judgment, compliance with state and federal regulations, MTA policies and achievement of results consistent with established objectives. This position requires effective and cooperative relationships with other MTA teams, community, and transit leadership. Work requires the ability to work effectively with other MTA team members through developing and maintaining collaborative and congenial working relationships.

Supervision received from: **General Manager**

Supervision exercised over: **Administrative Assistant**

KEY COMPETENCIES EXPECTED:

Competencies are defined as those measurable or observable knowledge, skills, abilities, and behaviors critical to success in a key job role or function. It is expected that the employee will exhibit the following key competencies:

Accountability

- Take responsibility for content and quality of assigned work.
- Complete assigned tasks and meet key deadlines.
- Delegate effectively and hold subordinates appropriately accountable.
- Self-management
 - Punctuality and regular work attendance
 - Producing/completing accurate and timely work
 - Focus on the situation, issue or behavior rather than the person
 - Give and accept constructive feedback
 - Use time efficiently and effectively

Adaptability/Flexibility

- Acknowledge that unanticipated events will occur and help to build capacity to adjust when such events occur. Find ways to effectively respond to unanticipated situations.
- Adapt positively and constructively to changes to the work environment and work priorities.
- Engage appropriately with Manager in discussion about maintaining a sustainable workload in the event of new, unanticipated work projects or initiatives.
- Ensure affected subordinates clearly understand when changes occur and what is expected of them.

Customer Service

- Anticipate, assess and respond to changing customer needs.
- Consistently provide products and services that meet or exceed the expectations of the customers.
- Willingness to explore new ideas.

Collaboration/Teamwork

- Help create an atmosphere that brings people together so they have a stake in the solution. Involve others in matters that affect what they do. Seek out and act on opportunities to improve, streamline and re-invent work processes.
- Contribute to the development, cohesion and productivity of the team; is receptive to new ideas and adaptable to new situations.
- Team Work
 - Promote cooperation
 - Clearly and effectively communicate with individuals and groups
 - Keep Manager, co-workers and subordinates informed
 - Contribute to the team with ideas, suggestions and effort
 - Refrain from gossiping

All employees of MTA are required to consistently demonstrate the following core competencies:

- Inspirational Leadership
- Informed Decision Making
- Transparency & Accountability
- Respectful Relationships
- Personal Responsibility
- Outstanding Customer Service

(Key behaviors for the MTA Core Competencies are described on the last page of this form.)

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; 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 contributes 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 statistical 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 the 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.
- Oversee technology related to Agency financial controls. Plan, review, and update or revise automated and manual reporting systems for the Agency as appropriate.
- 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.

- Serve as a member of the Leadership Team and participate in MTA policy development; assure team's conformance to MTA's mission, goals and objectives; develop annual team work plan and strategies to achieve stated goals.
- 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 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.

OTHER FUNCTIONS:

- Perform duties in support of ongoing and special projects and assume responsibility for successful and timely completion; supervise committees assigned to fiscal policy review or special issues as directed.
- Represent MTA on the Washington State Transit Insurance Pool (WSTIP) Board of Directors.
- Serve as Acting General Manager in the absence of the General Manager as requested.
- Perform other duties as assigned and any duties of a similar nature or level needed to make MTA an outstanding transit agency.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of: Accounting theory, principles and practices; auditing theory and practices; internal control procedures; accounting procedures and systems, including computer applications, government accounting and budget principles and practices; and generally accepted accounting principles and their application to a wide variety of accounting transactions, and the laws, regulations governing the financial operations of the Agency; procedures and methods involved in managing the finance functions of a public transportation system, including planning, procedures and practices; local state and federal laws and legal issues pertaining to public sector finance, planning technology, purchasing, grants and records management; management procedures and financing alternatives; management and supervisory principles; budget preparation and control; public speaking techniques; MTA policies, procedures and practices.

Skill in: Being an effective leader; creating a shared vision of agency and team's goals and having an attitude of commitment to excellence in service delivery and customer relations; using a computer and related software applications; completing assigned work within prescribed timelines; developing and assigning work schedules and establishing priorities; maintaining records and preparing and submitting reports; and, analyzing situations effectively and adopting appropriate course of action.

Ability to: Plan, organize, direct and control the activities, functions and personnel of the Finance Team; develop effective work plans, goals and objectives; prepare and control the team budget; communicate effectively both orally and in writing; prepare and deliver oral presentations; establish and maintain effective and cooperative working relationships with others; train, supervise and evaluate the performance of subordinate personnel.

MINIMUM QUALIFICATIONS:

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

SPECIAL REQUIREMENTS:

- Employment is contingent upon successfully completing and passing a background check and pre-employment test. Must be available to work a flexible schedule, including some holidays, nights and/or weekends.

PHYSICAL REQUIREMENTS:

The duties of this position require sitting for extended periods of time and use of hands to accomplish work. Occasional travel to various locations, standing, walking, reaching, bending and lifting and carrying up to 30 thirty pounds is required. Reasonable accommodations are made to enable individuals with disabilities to perform the essential functions of this position.

This Summary Job Description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.

This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job; it is intended to be an accurate reflection of those principal job elements essential for making fair pay decisions about this job.

Mason Transit Authority is an equal opportunity employer and does not unlawfully discriminate on the basis of race, sex, age, 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.

The job duties as defined are an accurate reflection of the work to be performed by this position.

General Manager's Signature

Date

As the incumbent in this position, I have received a copy of this job description.

Finance Manager's Signature

Date

MTA CORE COMPETENCIES

Inspirational Leadership:

Takes initiative; acts decisively; creates an environment that motivates and challenges others; adapts to a variety of situations; develops fresh ideas that provide solutions to all types of workplace challenges; shares information, plans, develops, and implements our vision; promotes MTA's mission and values and models ways to achieve them.

Informed Decision Making:

Researches data to grasp issues, draw conclusions, and solve problems resulting in sound solutions that, when judged over time, are aligned with MTA's vision and mission; commits to action, even in uncertain situations, to accomplish organizational goals; identifies, assesses and manages risk while striving to attain objectives.

Transparency & Accountability:

Builds trust and respect through consistently honest and professional interactions; uses public funds and resources appropriately; approaches each situation with a clear perception of organizational and political realities; recognizes the impact of alternative courses of action; assures that effective controls are developed and maintained to ensure the integrity of the organization and its mission; seeks and builds strategic alliances and collaborative arrangements through partnerships to advance the mission of the organization; actively communicates decisions with stakeholders.

Respectful Relationships:

Helps create a work environment that embraces and appreciates diversity; treats others fairly without regard to race, sex, color, religion, or sexual orientation; recognizes differences as opportunities to learn and grow by working together; establishes and maintains constructive relationships; works to preserve the self-confidence and self-esteem of others; focuses on the situation, issue or behavior, not the person; takes initiative to make things better; models appropriate behaviors for others.

Personal Responsibility:

Demonstrates integrity, honesty and ethical behavior; personally acknowledges and accepts responsibility for meeting expectations and correcting mistakes; exhibits self-control and responds to feedback non-defensively; executes principles of workplace safety; complies with all safety policies and procedures; takes responsibility for efficient, effective use of time, equipment, and resources.

Outstanding Customer Service:

Provides accurate and timely information; understands and is responsive to our customers' objectives and needs; is accessible, provides timely and responsive replies to customer requests, e-mails, phone messages and mail; handles customer inquiries and complaints in a prompt, courteous and professional manner while adhering to rules and regulations; anticipates, assesses, responds to changing customer needs; consistently provides products and services that meet or exceed the expectations of the customers.