



Shelton, WA

**FINANCE MANAGER**

**\$90,414 - \$118,514**

*Plus Excellent Benefits*

*Apply by*

**March 3, 2024**

*(Open Until Filled. Applications Reviewed as Submitted.)*

**PROTHMAN**



**THE REGION**



Located between the Puget Sound and the Olympic Mountains, Mason County has approximately 67,000 residents and covers 1,051 square miles.

The City of Shelton is the only incorporated city within Mason County, with the surrounding communities of Allyn, Grapeview, Belfair, Hoodspport, Kamilche, Skokomish, and Union offering residents breathtaking views, world-class activities including scuba and skydiving, a thriving culinary scene from locally sourced and wild-caught food, and an active social calendar packed with live music and multiple community events.

Shelton is the county seat and occupies an area of 6.1 square miles. With over 11,000 residents, the City is the population center and service provider for the region. Logging and lumber milling have long been the economic foundation for Shelton, but the economy has expanded in other areas as well.

Shelton is in close proximity to Hood Canal, the only true saltwater fjord in the lower United States. Its clear deep waters provide world-class clamming, shrimp and salmon fishing, scuba diving, and miles of pristine shoreline for boaters, kayakers, and beachcombers to enjoy year-round. Immediately west of Shelton is Olympic National Park and Olympic National Forest. Here you will find mountain trails, thrilling vistas, temperate rainforests, waterfalls and more. Lake Cushman, the Mt. Ellinor Trail and the Staircase entrance to Olympic National Park are just three of the top attractions.



The Shelton School District is composed of seven schools: three elementary, one middle school for sixth and seventh grades, one junior high for eighth and ninth grades, one high school, and one CHOICE alternative school. Olympic College, a two-year community/technical college, has a campus in the northeast part of town.

**THE ORGANIZATION**

Mason Transit Authority (MTA) is a nationally recognized small rural public transit system with diverse services that provides the local communities in Mason County from a main base in Shelton, Washington, and a Transit-Community Center located in downtown Shelton. MTA operates with 79 FTEs on a 2023 operating budget of approximately \$10 million and a capital budget of \$15.7 million.

In addition to serving the Mason County community since 1992, MTA connects with four area transit systems. MTA’s regional connections provide access to Grays Harbor Transit, Intercity Transit, Jefferson Transit, Kitsap Transit, and Squaxin Island Transit, which in turn provides connections to the ferries, Amtrak, and Greyhound service.

Funding & revenue is provided to Mason Transit Authority as a public transportation benefit area through local sales tax (6/10 %), transit fares, federal and state grants, as well as contracts for services and lease agreements.

Transit leadership is provided by the Mason Transit Authority Board, a nine-voting member board made up of local elected officials: three Mason County Commissioners, one City of Shelton Council member, and five elected officials selected by the Mason County Commissioners with the goal of seeking equal voting representation among the County Commissioner Districts. There is also one (1) *ex officio* non-voting labor union representative.





There is also one (1) non-voting representative of the public residing in Mason County, Washington, as a citizen adviser to the Board that serves for a period of one year, unless extended by motion of the Board.

MTA works with its taxpayers, Mason County, the City of Shelton, local tribal nations, Peninsula Regional Transportation Planning Organization, Lewis Mason Thurston Area Agency of Aging, other social service agencies, schools, local Chambers of Commerce and Economic Development Council, as well as area employers to increase the quality of life in Mason County by meeting the transportation needs of the community.

MTA has 48 vehicles, consisting of 21 Coaches (4 worker-driver, 2 medium duty, 14 fixed route), 22 body-on-chassis buses, 5 vans, and 9 vehicles used for maintenance and business. In 2022, MTA provided 242,339 trips and has provided 291,586 trips in 2023 as of October 1<sup>st</sup>.

Ridership has steadily increased through 2023. Fixed Route ridership steadily increases with each service change and route additions as MTA continues to hire. Dial-A-Ride has also experienced a full return of pre-pandemic ridership, and management continues budgeting for the full return to pre-pandemic service levels across all modes as more frequent, convenient service is essential to attract a return of riders.

**THE POSITION**

Under general direction and guidance of the General Manager, the Finance Manager 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.

This position 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.

For a full job description, please view the attachment found [here](#).

**OPPORTUNITIES & CHALLENGES**

**Opportunities:** MTA is a small rural transit agency with exciting changes coming in the next couple of years. The organization will begin a fleet transition plan in 2024 to determine which alternatively fueled vehicles MTA will use to serve the community in the future. MTA also has plans to begin designing a new administrative facility in Shelton. MTA has been awarded over \$5.3 million in competitive grant awards for both capital and operating projects, and the agency is financially stable with a healthy reserve.

**Challenges:** MTA has been operating without a Finance Manager for most of 2023 due to an unexpected extended leave. MTA has utilized temporary help in the interim, but with recent staffing changes, there has not been the same consistency within the position that MTA is accustomed to. As a result, there may be challenges in the next audit that the incoming Finance Manager will need to overcome.

**IDEAL CANDIDATE**

**Education and Experience:**

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



**Necessary Knowledge, Skills & Abilities:**

- A proven self-staring people manager who can work from the big picture and then develop the details to complete tasks in a collaborative work team environment.
- An understanding of GAAP for government.
- Knowledge of accrual-based accounting.
- Experience in state and Federal grant reporting.
- Comfortable with a 100% in-person work environment.
- Effective at making public financial presentations to the Mason Transit Authority Board.
- Experienced in being subject to government accounting audits.
- Attention to details with time management skills and the ability to achieve deadlines.
- Adaptable to the fluid environment of public transit.



**COMPENSATION & BENEFITS**

- **\$90,414 - \$118,514 DOQ**
- 95% employer paid Medical/Dental/Vision for employee and dependents.
- Life insurance, optional additional life insurance, and long-term disability insurance.
- Employee Assistant Program (EAP)
- 11 paid holidays.
- Vacation accruals based on years of service that begin at 3.69 hours per pay period (12 days per year).
- 12 days sick leave per year
- 2 personal days per year.
- 3 days of bereavement leave per loss of immediate family member.
- Washington State Public Employees Retirement System (PERS) plan options.
- Optional Deferred Income (IRS 457 plans) retirement plans.
- Continuing education assistance.

**For more information on Mason Transit Authority, please visit:**  
[www.masontransit.org](http://www.masontransit.org)

Mason Transportation Authority is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 3, 2024** (open until filled, applications reviewed as submitted.) Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to [www.prothman.com](http://www.prothman.com) and click on "**Open Recruitments**", select "**Mason Transportation Authority, WA – Finance Manager**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



[www.prothman.com](http://www.prothman.com)

371 NE Gilman Blvd., Suite 310  
 Issaquah, WA 98027  
 206.368.0050