



# SKAGIT TRANSIT

WASHINGTON

**DIRECTOR OF FINANCE**

**\$141,284 - \$188,741**

*Plus Excellent Benefits*

*Apply by*

**March 10, 2024**

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

**PROTHMAN**



**WHY APPLY?**



Skagit Transit is headquartered in the city of Burlington, Washington and serves the nearby areas of Anacortes, Mount Vernon, Sedro-Woolley, Burlington,

Concrete, Lyman, Hamilton, and La Conner. Skagit Transit is a part of the Skagit Valley which is located between the beautiful peaks of the Cascade Mountains and the phenomenal Puget Sound. This amazing region has a little bit of something for everyone, including a large variety and abundance of shops, restaurants, outdoor activities, and agricultural attractions scattered throughout each city served by Skagit Transit. The region is also home to the Skagit Valley Tulip Festival which attracts more than one million visitors per year.

With solid funding, a 6-year transit development plan, a quality fleet, and a willing staff to move the Agency forward, Skagit Transit is looking for a qualified finance professional to join an innovative team that is working on a number of versatile current and future projects.

Skagit Transit offers the right finance professional an excellent chance to work in a high-performance team-structured organization, in a region that takes pride in its history, spectacular natural beauty, and way of life.



**THE COMMUNITY**

Skagit County has a population of approximately 127,000 people and is located approximately 60 miles north of Seattle, Washington. The region is known as being one of the fastest growing counties in the state and has experienced steady growth over the last 10 years. Skagit County's major urban centers, historic villages, rural retreats, and seaside ports each have unique scenic beauty and a multitude of attractions, making the region primed to cater to businesses, tourism, and families.

Western Skagit County features waterfront communities, berry farms, and tulip fields, while mountains, eagles, and wildlife reserves mark the eastern edge of the county. The famous Skagit County Tulip Festival has been part of the City of Mount Vernon since the early 1980s, first being part of the Mount Vernon Chamber of Commerce, then branching out to form its own organization. Businesses in Mount Vernon and Burlington enjoy strong community and local government support, a thriving business climate, and easy access to Interstate 5 and marine shipping.

**THE AGENCY**

Skagit Transit was established by voter approval in 1993 with the goal to provide transit service to the Mount Vernon and Burlington area. Since 1993, the Public Transit Benefit Area or PTBA, has expanded to Anacortes, La Conner, Lyman, Concrete, Hamilton, and Sedro-Woolley. Skagit Transit is governed by a 11-member Board of Directors and employs 160 FTEs. In 2023, combined ridership for all modes of service totaled 573,866. Ridership by mode included 340,073 Local Fixed Route, 112,018 Commuter Bus, 65,785 Paratransit, and 55,990 Rideshare. To learn more about the Skagit Transit Board of Directors, please visit [www.skagittransit.org/about-us/board-of-directors](http://www.skagittransit.org/about-us/board-of-directors).





The overall management of Skagit Transit is divided into eight departments, which includes Operations, Finance & Administration, Human Resources, Information Technology, Safety and Training, Security, Maintenance, and Facilities. The Agency operates these departments on a 2024 budget of \$32,733,974.

Skagit Transit currently serves 760 square miles of Skagit County, including the unincorporated areas of Northwest Skagit County, South Fidalgo Island and Burlington Country Club. Skagit Transit has 19 fixed routes and over 29 rideshare groups.

Skagit Transit has had many upgrades to its facilities since the Agency's establishment, including the transfer stations, and the administration building. Coming soon, Skagit Transit will also have a new state-of-the-art administration facility.



## THE DEPARTMENT & POSITION

The Finance Director will oversee a department of eight employees inclusive of the Accounting Manager, Payroll Coordinator, Accounts Payable Clerk, Grants Manager, Procurement and Contracts Coordinator, Fare Revenue Supervisor, Rideshare Administrator, and Service Coordinator. The department operates on a 2024 budget of \$1,601,179.

Under the general direction of the Chief Executive Officer, the Director of Finance supervises Skagit Transit's comprehensive financial management, ensuring the financial integrity of the accounting system and accurate analytical reporting.



This position manages budget development, financial risk systems, public records management, and administrative processes, and is responsible for assessing and managing financial and other liability risks, including property management risks. This position also oversees internal controls, monitors cash flow, evaluates and reports expenditures, and prepares financial and operational reports.

The Director supervises the Accounting Manager and ensures fiscal and administrative services comply with State and Federal laws, regulations, and requirements. The Director also manages grant funded projects accounting, oversees the annual audits, serves as a member of the Agency's Executive Management Team, and is integral to the achievement of Skagit Transit's strategic objectives.

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

## OPPORTUNITIES & CHALLENGES

**Financial Policies:** Many of Skagit Transit's financial policies are either outdated, or do not exist. It will be a priority for the incoming Director of Finance to complete an analysis of the existing policies, and update or create new policies that are compliant with state and federal laws.

**Financial System:** Skagit Transit's financial system is antiquated. The agency plans to hire a consultant this year to assist in determining a financial and human resources system that will work best for the agency. This will be a great opportunity for the incoming Director to take the lead on selecting and implementing a new HRIS system, in collaboration with the Human Resources Director and staff.

**Strong Leader:** The department is in need of a strong leader that knows how to effectively manage employees, while still possessing the soft skills necessary to handle delicate and/or confidential situations.

## THE IDEAL CANDIDATE

### Preferred Education and Experience:

- An undergraduate degree in Finance, Accounting, or related field.
- Three (3) years of supervisory/leadership experience.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Principles for Public Sector.
- Knowledge of Government Accounting Standards Board (GASB) and Single Audit Practices/Requirements.
- Knowledge of Government Finance Officers Association GFOA standards.
- Experience with Grant Accounting and Management for a Government Entity.
- Seven (7) or more years of financial, business management, or accounting experience, including regulated controls or financial audit responsibility.
- Experience in government accounting regulations and business systems such as budgeting, accounting, purchasing & procurement, capital projects, etc.
- CPA/CMA
- Ability to obtain a valid Washington State Driver's License by time of hire and maintain an acceptable driving record.



### Knowledge, Skills, and Abilities:

- Experience in Government Enterprise Resource Planning Systems (ERP) and skill performing complex financial analysis.
- Knowledge of general accounting principles and practices related to payroll functions, and state and federal laws and regulations pertaining to payroll.
- Skill operating a computer and using word processing, spreadsheet, database, e-mail and calendar software, and utilize MS Office Word, Excel, and Access at an intermediate to advanced level.
- The ability to communicate effectively and professionally, both orally and in writing, with employees at all levels of the organization, vendors, and contractors.
- Demonstrated strong internal and external customer service skills.
- A willingness to occasionally work some weekends, holidays, and extended hours as needed to meet deadlines.
- The ability to effectively relate to individuals of various cultural, ethnic, and social-economic backgrounds, as well as individuals with special needs.
- Proven ability to maintain confidentiality of sensitive data and information.
- The ability to use courteous and professional telephone and e-mail etiquette.



**COMPENSATION & BENEFITS**

- **\$141,284 - \$188,741 DOE**
- Medical (Employee pays 10% of the Medical Premium, Dental, Life Insurance, and Vision Service Plan.
- Washington State Department of Retirement Systems (DRS) Public Employees Retirement System Plans (PERS) offered.
- Employer Paid Life Insurance.
- Employer Paid HRAVEBA.
- Employer Paid Employee Assistance Plan (EAP) and Disability Insurance.
- 11 Paid Holidays per Year.
- Generous leave accrual available for use after 90 days.

**SKAGIT  
TRANSIT**

**For more information on Skagit  
Transit, please visit:**

**[www.skagittransit.org](http://www.skagittransit.org)**

Skagit Transit is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 10, 2024**. Applications will be reviewed as submitted. This position is open until filled. Application materials will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "**Open Recruitments**", select "**Skagit Transit, WA – Director of Finance**", 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)**

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