



Position Description

Job Title:	Director of Finance and IT
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Department: Finance
Pay Grade: Level 3
FLSA Status: Exempt
Testing Status: Not Safety-Sensitive

JOB SUMMARY

This role supervises Skagit Transit's comprehensive financial management, ensuring the financial integrity of the accounting system and accurate analytical reporting. The position manages budget development, financial risk systems, public records management, and administrative processes. It is responsible for assessing and managing financial and other liability risks, including property management risks. The role also oversees internal controls, monitors cash flow, evaluates and reports expenditures, and prepares financial and operational reports. The position supervises the Accounting Manager and ensures fiscal and administrative services comply with State and Federal laws, regulations, and requirements. The Director of Finance also manages grant funded projects accounting and oversees the annual audits, and the IT contractors. This position also serves as a member of the Agency's management team and is integral to the achievement of Skagit Transit's strategic objectives.

ESSENTIAL JOB FUNCTIONS:

- Lead, mentor, and evaluate the performance of the finance team, including the Accounting Manager and other fiscal and administrative personnel, to ensure high performance and alignment with Skagit Transit's goals.
- Develop and implement agency fiscal policies, procedures, and processes.
- Oversee that the Accounting Manager is in compliance with generally accepted accounting principles (GAAP), GASB, IRS, state, and FTA requirements.
- Plan, organize, schedule, assign and participate in financial management activities.
- Analyze and review financial statements to ensure accuracy and compliance.
- Direct the preparation and maintenance of comprehensive records and reports.
- Prepare financial and operating reports; provide financial analysis and narrative of issues impacting the Agency's financial condition.
- Develop and implement appropriate internal controls.
- Manage IT related projects using standard project management tools and protocols
- Build and maintain IT vendor relationship including management of IT vendor performance and contracts

- Oversee and manage the agency's procurement function.
- Make hiring, termination and disciplinary decisions and recommendations for the Finance and IT departments.
- Consolidate departmental budgets and submit the agency budget to the Executive Director and the Board.
- Analyze agency financial statements and cash flow.
- Make investment decisions according to agency and Board policies.
- Monitor the compliance and accounting for grant funded projects.
- Plan, develop and implement the agency's risk management function.
- Prepare and present oral and written reports to the Board regarding agency finances and risk management.
- Ensure financial, clerical and other administrative support is available for agency administration and departments.
- Prepare reports as required by Board, cities, county, state and Federal agencies.
- Act as the Internal Auditor & Treasurer of the PTBA as authorized by RCW 36.57A.130, ensuring financial compliance and managing the organization's treasury functions.
- Serve as the Liaison Officer for the Agency's Disadvantaged Business Enterprise (DBE) Program, ensuring the program's alignment with Skagit Transit's strategic goals and compliance with applicable regulations."
- Oversee public disclosure requests and procedures.
- Review, analyze, and make recommendations to the Executive Director and the Board of Directors on internal audit issues and Federal compliance requirements.
- Prepare all compliance documentation related to all of Skagit Transit operations and management.

MINIMUM QUALIFICATIONS:

- Any equivalent combination of education and experience that provides the knowledge, skills and abilities required to successfully perform the job. A typical way to meet this requirement would be:
- Undergraduate degree in Finance, Accounting, or related field.
- 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/Management for a Government Entity
- 7+ 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
- Maintain acceptable driving record

KNOWLEDGE, SKILLS, AND ABILITIES:

- Government Enterprise Resource Planning Systems (ERP)
- General accounting principles and practices related to payroll functions
- State and federal laws and regulations pertaining to payroll
- Operate a computer using word processing, spreadsheet, database, e-mail and

calendar software

- Communicate effectively and professionally, both orally and in writing, with employees at all levels of the organization, vendors, and contractors
- Demonstrate strong internal and external customer service skills to meet the Agency’s expectations
- Work some weekends, holidays, and extended hours as needed to meet deadlines
- Relate effectively to individuals of various cultural, ethnic, and social-economic backgrounds as well as individuals with special needs
- Maintain confidentiality of sensitive data and information
- Use courteous and professional telephone and e-mail etiquette
- Utilize MS office Word, Excel, and Access at an intermediate to advanced level.
- Perform complex financial analysis

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential functions require performing duties in the office setting 80 percent of the time, with balance of time spent traveling to various locations within Skagit Transit office building, climbing stairs, stooping, reaching, bending, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions and carrying up to 20 pounds. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

WORK ENVIRONMENT:

Duties performed primarily in an office environment with moderate noise level. Duties are primarily performed in an office environment. Office work is performed while sitting at a desk or computer terminal, with some standing, walking, kneeling, crouching, and stooping within the office area.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

Skagit Transit has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date