

Internal Posting

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| **Job title** | Director of Finance |
| **Reports to** | Board of Directors/ General Manager of Agency |
| **Closing date** | June 5, 2020 |

**Job Purpose**

The Finance Director under the direction of The Board of Directors and General Manager will plan, organize and execute activities of the Finance Department and administer financial strategic plan of the agency.

**Duties and Responsibilities**

* Establish, or recommends to management, major economic objectives and policies for company.
* Manages, direct and organizes accounting activities including general ledger maintenance, accounts payable, accounts receivable, payroll, grants accounting and fixed assets.
* Manage, coordinate and direct expenditures and appropriations for debt services..
* Directs and monitors the timely preparations of monthly, quarterly, and annual financial statements and reports in compliance with FTA guidelines.
* Complete and submit Local, State and Federal financial and management reports as necessary.
* Assigns work activities, projects and programs; monitors work flow; and reviews and evaluates work products, methods, and procedures.
* Prepares the agency annual budget; and directs and monitors budget implementation; and administers the approved budget.
* Participates in the forecasting of funds and cash flow management.
* Coordinates and provide staff training; works with employees on self-improvement plans; and implements discipline procedures as necessary.
* Work with Director of Grants to complete and submit federal grant reimbursement reports.
* Coordinates department activities with other departments, outside agencies, and organizations.
* Interact with external/internal auditors and regulatory agencies and coordinates audit processes.
* Other duties as may be assigned by the General Manager and/or Board of Directors.

**Knowledge, Skills and Abilities:**

Accounting principles and procedures including knowledge of Local, State and Federal laws, rules and regulations. The principles and practices of policy development and implementation, business correspondence, and report writing. Apply principles of leadership, supervision, motivation team building, staff training, and conflict resolution. Budgeting procedures and techniques and knowledge of computer hardware and software for financial usage. General knowledge of external auditing process and ability to establish and enforce auditing internal controls. Have experience in grants management and fund accounting. Use of accounting software in job function.

Have strong attention to detail. Organize, direct, and implement a comprehensive budgeting program. Create, interpret and evaluate financial reports. Learn and apply applicable laws, regulations, and codes. Observe performance and evaluate staff; analyze deficiencies, identify alternative solutions. Communicate clearly and concisely, both orally and in writing. Develop an effective working relationship with staff and outside agencies. Working with board of directors and provide financial direction.

Financial forecasting and long-term planning capability.

**Qualifications:**

* Bachelor’s Degree or higher in Accounting or Business Management from an accredited college or university with major course work in accounting, finance, business, public administration; or equivalent combinations of education and experience.
* 3-5 years’ management or supervisory experience
* Must be able to read, write and speak English

**Working conditions**

Office environment

**Physical requirements**

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