



Item #8

DATE July 5, 2017

TO GCTD Board of Directors

FROM: Steve L. Rosenberg *SLR*
Director of Finance and Administration

Debbie Williams *DW*
Director of Human Resources

SUBJECT Consider Approval of Finance Manager Position Description

I. EXECUTIVE SUMMARY

As GCTD evolves as an organization we have been gradually expanding our historically limited list of approved staff position descriptions to include positions that other public entities of similar size and complexity consider to be core functional positions. Over the past several years the Board has approved position descriptions for Administrative Specialist, Finance Analyst and Information Technology Manager. To elevate the finance function to be equivalent to the Accounting, Information Technology and Purchasing functions, at this point in our development staff is recommending the addition of a position description for Finance Manager.

The Board can be assured that no additional headcount is proposed at this time. This position is proposed as a promotional opportunity as part of a limited reorganization of the Administration Department. The position being vacated, Finance Analyst, is not budgeted to be filled in FY 2017-18 and is not expected to be filled in the immediate future.

The Finance Manager will retain many of the Finance Analyst's responsibilities, including budgeting, financial analysis, business process improvements and cash and fare revenue management. In addition, the Finance Manager will be assuming responsibility from the Accounting Manager for supervising the Payroll Specialist and the Administrative Specialist, overseeing day-to-day activities for payroll, accounts payable and accounts receivable activities and providing operational support to the Accounting Manager.

This change will allow the Accounting Manager to focus on her expanded responsibilities as the District's Accounting Officer and subject matter expert. GCTD's accounting function has grown larger and more complex over the past several years with the change from JPA to District, bringing added responsibility for funding member transit requirements, the addition of long-term debt and the additional reporting requirements, and the expanded requirements of new and complex GASB requirements such as GASB 68 and GASB 75.

GOLD COAST TRANSIT DISTRICT

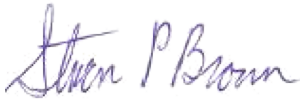
The proposed salary range for the Finance Manager position is at a level equivalent to that of the Accounting Manager, Human Resources and Risk Manager and Transit Planning Manager, with an annual range of \$72,885 to \$102,241. This promotional change was anticipated and planned for in the FY 2017-18 operating budget.

The complete position description for Finance Manager is an attachment to this report.

I. RECOMMENDED ACTION

IT IS RECOMMENDED that the Board of Directors approve the new position description for Finance Manager.

Concurrence:



Steven P. Brown
General Manager

**GOLD COAST TRANSIT DISTRICT
JOB DESCRIPTION**

CLASSIFICATION TITLE:	Finance Manager
REPRESENTATION:	Non-Represented
OVERTIME STATUS:	Exempt
SAFETY SENSITIVE:	No
REPORTING STATUS:	Director of Finance and Administration,
SUPERVISES:	Payroll Specialist, Administrative Specialist, others as assigned
DATE AUTHORIZED:	July 2017

JOB SUMMARY

This position is responsible to plan, organize, control and direct GCTD financial services, budgeting, and analytical functions. Specific assigned areas of responsibility may include but are not limited to oversight of accounts payable, accounts receivable and payroll services, budget preparation, data management and analysis, report preparation, cash, revenue and inventory procedures and operations, business software, systems and processes.

ESSENTIAL FUNCTIONS

The Finance Manager may have responsibility for some or all of the following functions:

- Plan, organize, control and direct financial services functions as assigned, which may include payroll, accounts payable and accounts receivable
- Prepare budgets, analyze financial activities and performance against budget, and recommend action as needed.
- Support general accounting activities with oversight from the Accounting Manager, including but not limited to general ledger, bank or account reconciliations, account coding, audit support, tax filings, report preparation or related tasks as required.
- Serve as GCTD Revenue Analyst; coordinate, analyze and oversee cash and operating revenue processes within GCTD, including fare receipt and processing

activities. Control and audit internal and outlet fare media sales, farebox collections and other cash receipts; design and implement check and balance controls and procedures to protect against losses.

- Design, automate and implement new business processes as needed to address new and changing business operations and data requirements and improve efficiency.
- Perform data management, analysis and reporting tasks, using financial and operational data, in support of all GCTD departments.
- Manage and/or support complex audit and reporting projects, including but not limited to federal asset management requirements, annual financial audits, annual NTD reporting, and federal and state triennial reviews.
- Responsible for financial aspects of grant administration; track grant-eligible expenditures, prepare, execute and maintain records of grant drawdowns; prepare financial reports tracking the financial status of state and federal grants; coordinate with all departments to gather data required for grant reporting. Assist with the preparation of State and Federal grant reporting and applications as needed.
- Manage financial or administrative special projects and initiatives.
- Become knowledgeable in all departmental functions and be available to serve as functional backup or support for other team members.

OTHER JOB FUNCTIONS

May be assigned other administrative, financial accounting or analytical responsibilities.

MINIMUM QUALIFICATIONS

Any combination equivalent to a bachelor's degree in a business discipline (Accounting, Economics, Business Management, etc.) or a related field and five years of experience in accounting, business management or financial analysis, with demonstrated experience in data management and business process design and implementation. Transit or public sector experience preferred but not required

and

Knowledge of:

- Electronic data processing techniques related to accounting and data management techniques, procedures and practices.
- Current computer business applications, including proficiency with spreadsheets (Excel), word processing (Word), and accounting/payroll database systems.
- Math, accounting and financial reporting principles
- General cash control, accounting and reconciliation practices
- Research techniques to prepare complex reports
- Public contact, public information and employee service practices
- General office practices

and

Ability to:

- Learn GCT policies and procedures
- Understand, interpret and implement government regulations
- Understand legal and contract requirements as related to payroll and grants
- Maintain confidentiality of information
- Operate a Windows-based PC system and demonstrate strong computer skills across a variety of productivity applications (word processing, presentations, graphics, etc.)
- Demonstrate strong spreadsheet, database management and data reporting understanding and skills
- Accumulate and maintain financial and statistical records in an organized and usable fashion
- Operate a calculator and other common office equipment
- Communicate effectively, in oral or written form
- Understand and follow oral and written instructions
- Establish and maintain cooperative working relationships
- Exercise patience, diplomacy and discretion
- Complete assignments within limited timelines
- Develop solutions for problems and procedures

LICENSES AND OTHER REQUIREMENTS:

None

WORKING CONDITIONS:

Environment

- Office environment
- Driving a vehicle to conduct work

Physical Abilities:

- Sitting for extended periods of time.

- May involve extended periods of time at a keyboard or workstations.
- Grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard.
- Dexterity of hands and fingers to operate office equipment.
- Near vision in reading correspondence, statistical data and using a computer.
- Acute hearing when providing phone service and communicating in person.