

Intercity Transit
JOB TITLE: Finance and Administration Director

BAND	GRADE	SUBGRADE
E	8	1
DEPARTMENT: Finance and Administration	DIVISION: Finance and Administration	FLSA STATUS: Exempt
SUPERVISION RECEIVED FROM: General Manager	SUPERVISION EXERCISED OVER: Finance Manager Information Systems Manager	PAY GRADE: E81
SUMMARY: Plans, organizes and directs administration, accounting, fiscal management, long-range financial forecasting, risk management, and information technology activities in the Finance and Administration Department.		
DISTINGUISHING CHARACTERISTICS: As a Department Head, is held responsible and accountable for providing strategic planning, direction, goals and objectives in developing departmental policy, budgets, operation and staffing. The Finance and Administration Director reports directly to the General Manager and serves as a member of the Senior Management Team. As a Director, is responsible for administering a major line of business for Intercity Transit.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring that employees follow policies and procedures; and, making hiring, termination, and disciplinary decisions and recommendations.	Daily 10% (C5)
2.	Provides leadership and direction to departmental staff; coordinates the work of divisions within the department; and coordinates departmental activities with outside agencies.	Daily 5% (E8)
3.	Plans, organizes, directs and controls the Agency's financial accounting activities; balances revenues, expenditures and debt issuance; provides financial analysis, audit and guidance; assures adequate internal controls, accurate record keeping and timely reporting in compliance with established laws, codes, regulations and policies.	Daily 20% (E8)
4.	Directs, administers and formulates policies for complex employee pension, retirement and benefit plans. Provides primary leadership to ensure compliance with State and federal laws and regulations. Directs the Agency's Pension Management Committee.	Weekly 10% (D6)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
5.	Researches financial and legal issues, and prepares reports, studies and exhibits used in the presentation of financial related proposals and analyses. Prepares and makes presentations to public and other forums.	Weekly 10% (D6)
6.	Serves as a member of the Senior Management Team and participates in Agency policy development; assures departmental conformance to the Agency's vision, goals and objectives.	Weekly 5% (E8)
7.	Directs the preparation, maintenance and distribution of records, reports, statistics and other materials for Agency use and for Local, State and Federal agencies as required.	Monthly 10% (D6)
8.	Develops, implements and evaluates the risk-financing decisions for the Agency.	Monthly 5% (D6)
9.	Attends, chairs and conducts a variety of meetings with the Agency and outside entities; serves on committees as requested; represents the Agency and makes oral presentations at meetings, conferences and other events. Serves on the Washington State Transit Insurance Pool and provides oversight to pool activities.	Monthly 5% (E8)
10.	Directs, administers and evaluates Agency fiscal activities to include cash management and cash requirement needs, budget preparation and subsequent budget vs. actual performance analysis, financial forecasts and projections of revenues and expenses. Communicates the fiscal health of the Agency to the Board.	Quarterly 5% (E8)
11.	Performs day-to-day administration of the Agency's deferred compensation plans, including distribution requests, Qualified Domestic Relations Orders, loan processing, etc.	Weekly 5%
12.	Performs long-range planning activities for the Transit Development Plan and the Annual State Report.	Annually 10% (E8)
13.	Performs other duties of a similar nature or level.	As Required
14.	Must meet regular time and attendance standards.	Always

Intercity Transit

JOB TITLE: Finance and Administration Director

Knowledge (position requirements at entry):

Knowledge of:

- Management principles and practices;
- Generally Accepted Accounting Principles (GAAP);
- Risk management principles and practices;
- Finance theory and principles;
- Contract development practices and administrative requirements, including union contracts and labor agreements;
- Transit agency programs;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Mathematical concepts;
- Deferred compensation plan rules and regulations.

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating subordinate staff;
- Applying contract, grant, and other administrative limitations to project activities;
- Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations;
- Handling multiple tasks simultaneously;
- Developing and controlling budgets;
- Writing reports, business correspondence, and procedure manuals;
- Presenting information and responding to questions from groups of managers, clients, customers, and the general public;
- Working with mathematical concepts such as probability and statistics;
- Defining problems, collecting data, establishing facts, and drawing valid conclusions;
- Dealing with several abstract and concrete variables;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, elected officials, and the general public sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Public Administration, General Business Administration, Accounting, Finance or a related field and seven years of progressively responsible supervisory/management level experience in finance; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Certified Public Accountant (CPA) license.

Must submit to criminal background check the results of which must meet hiring criteria for the role.

Intercity Transit

JOB TITLE: Finance and Administration Director

Physical Requirements:

Positions in this class typically require: talking, hearing, and seeing.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (LM)

Date: 8/05/04

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 8/20/11; CDiRito

Revised: 9/16/2011 Comp Class Review: HR