

Ventura County Transportation Commission  
Job Description

## **Finance Director**

### **Definition**

Under administrative direction, plans, organizes, coordinates, and directs the financial activities of the Agency; safeguards assets, meets legal requirements, and maintains strong fiscal accountability of the Agency's finance and accounting functions; and does related work as required.

### **Distinguishing Characteristics**

This single-position classification is at a department head level reporting to the Executive Director. It is responsible for the accounts payable, accounts receivable, payroll, cash and investments, budgeting, and financial reporting functions. This position exercises independent judgment and discretion in formulating, managing, and controlling fiscal policies and in strategic planning for financial systems. It is distinguished from other department head-level positions by its overall responsibility for the finance function.

### **Typical and Important Duties**

Duties may include, but are not limited to, the following:

- Coordinates the annual budget process for the general and special funds; evaluates proposed resource allocations; prepares draft and comprehensive budgets; prepares the budget summary reports in a manner consistent with established and generally accepted accounting principles and practices and in sufficient detail to produce adequate cost, financial, and statistical data for management purposes and to meet statutory requirements.
- Prepares timely financial reports and accounting information, including monthly budget reports, monthly investment reports, Local Transportation Fund apportionments, State Controller's reports, Local Transportation apportionments, Comprehensive Annual Financial Report (CAFR), and updates for Commission meetings, the public, and staff.
- Manages and coordinates the annual financial and single audits; assists with the federal Triennial audit and Transportation Development Act audits; prepares and provides all schedules and supporting documentation; coordinates state and special audits.
- Prepares financial and employee benefit reports.
- Formulates, recommends, and administers policies and procedures governing financial operations.
- Designs and monitors the accounting systems, including the Chart of Accounts, vendors, customers, and payroll sub-ledgers; designs forms and reports in accounting software, excel, or word applications.

- Performs month-end closing; reviews and maintains the general ledger and subsidiary ledgers; prepares journal entries and supporting schedules; resolves discrepancies and evaluates expenditures.
- Supervises and reviews the activities of accounts payable; reviews the invoice process for proper documentation and compliance; prepares purchase orders, positive pay reports, independent contractor reports; prepares annual 1099 forms; maintains and updates vendor accounts and records.
- Supervises and reviews the activities of accounts receivable; prepares program invoicing and draws down state and federal grant funding; updates customer accounts; verifies receipt of payments; approves new purchase order clients; approves payment acceptance for SmartCard and VISTA token sales; monitors and reviews the railroad leases; prepares the annual CPI increases.
- Processes new hire and on-going employment forms, including changes to employment records, separation forms, salary changes, and benefit changes; administers a variety of employee benefits, including report preparation for insurance enrollments, retirement system, deferred compensation system, workers' compensation, disability benefits, unemployment benefits, COBRA, and various other employment-related activities; researches and analyzes appropriate personnel requests; and maintains employee records.
- Supervises and reviews the payroll process; updates payroll accounts; processes direct deposits; prepares state and federal quarterly and annual payroll reports; reconciles reports to the general ledger.
- Reviews, evaluates, and recommends improvements to financial internal controls and systems and procedures; prepares new procedures and revises current procedures based on new requirements, GAAP, or audit findings.
- Monitors and analyzes the cash and investment accounts of the general and special funds; alerts others of trends and concerns; monitors cash flows and daily banking reports; analyzes cash requirements; reviews deposit receipts for correct coding; makes and monitors electronic deposits; reviews account reconciliations; monitors cash flow needs; monitors the Agency's investment portfolio, banking and safekeeping agreements, and debt management program.
- Keeps current with applicable state, federal, and employment laws and requirements; assists Agency staff in understanding and following appropriate financial requirements and reporting procedures.
- Monitors, prepares, maintains, and submits a variety of reports, such as the financial fixed asset reports, depreciation schedules, annual indirect cost allocation plan, quarterly Federal Transit Administration grant tracking report.
- Plans, evaluates, and supervises the work of subordinate staff.
- Performs other related duties and responsibilities as assigned.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* Five years of progressively more responsible professional-level transportation-related finance experience, including at least one year in a supervisory capacity.

*Training:* A bachelor's degree from an accredited college or university with major coursework in finance, accounting, business administration, public administration, or a related field. A master's degree in finance or CPA certification is highly desirable.

## **Job-Related Qualifications**

### *Knowledge of:*

- Generally accepted accounting principles, practices, and procedures.
- Government accounting.
- Internal controls and auditing standards.
- Governmental management and the principles and practices of transportation-related finance.
- Modern administrative and management principles, procedures, and techniques.
- State and federal requirements relating to investments, debt issuance, and other financial matters.
- State-of-the-art budgeting techniques and preparation of an annual budget.
- Principles and practices of payroll and benefit processing.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Applicable local, state, and federal laws and regulations.
- Basic principles and procedures of accounts payable, accounts receivable, payroll, purchasing, and inventory.
- Report preparation and record keeping techniques..

### *Ability to:*

- Compile, analyze, and present a variety of financial data and reports.
- Formulate and implement budgeting and cost accounting methods and procedures.
- Analyze difficult problems, develop a positive course of action, and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically, and think creatively.
- Research and interpret applicable federal and state rules and regulations as well as Agency policies.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Properly interpret and make decisions in accordance with pertinent laws, rules, regulations, and policies.
- Prepare detailed reports, plans, and specifications, policies, procedures, correspondence, and complete reliable studies and research as needed.
- Prepare and present clear, effective, and accurate staff reports, correspondence, policies, procedures, and other oral and written materials.
- Make effective public presentations.

- Establish and maintain effective relationships with those contacted in the course of the work.
- Represent the Agency effectively in contacts with elected and other officials, representatives of other agencies, Agency departments, and the public, occasionally in situations where relations may be difficult or strained.
- Organize, supervise, coordinate and evaluate the work of subordinate employees; train staff in work procedures.
- Organize own work as well as the work of others, set priorities, meet critical deadlines, and follow-up on assignments.
- Work in a safe manner modeling correct Agency safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Using a personal computer and various software including spreadsheet, word processing, database, internet applications, and associated financial applications.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- A valid appropriate California driver's license may be required.
- Maintain a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to use standard office equipment, including a computer and other electronic equipment; arm, hand, finger, wrist, leg, or foot motion repetitively; firmly or lightly grasp items as needed; sit, stand, walk, kneel, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials, a computer screen, and to work in a typical office environment; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 30 pound boxes, files, and materials.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; work protracted and irregular hours and evening meetings or work unusual hours for meeting attendance or participation in specific projects or programs.

*Work Environment:* Mobility to work in a typical office setting.

Approved:	February 2010
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ADA Review:	
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Physical:	No