



Cape Fear Public Transportation Authority

Director of Finance

JOB DESCRIPTION

POSITION TITLE: Director of Finance

JOB SUMMARY: Under general direction, provides highly responsible and complex financial management to the Executive Director in the administration of federal/state funded transit grant programs including grant application, compliance management and mandated reporting; administers the Authority's budget including preparation, purchasing, capital planning and revenue monitoring.

WORK SCHEDULE:

- Forty (40) hour work week, typically 8:00 am until 5:00 pm Monday through Friday
- Must be available during disaster and emergency events

REPORTS TO: Executive Director

DESCRIPTION OF DUTIES/RESPONSIBILITIES:

- Oversee financial operations for the Authority. Manages the receipt and disbursement of all funds and associated pre-auditing
- Prepare all financial reporting activities, including income statements, balance sheets, and analyses of current and future earnings and expenses, that summarize and forecast the organization's financial position
- Plan, organize and direct the activities of Finance Department, including all accounting functions, including accounts payable, accounts receivable, grant administration, payroll, and purchasing
- Manage local, state, and federal grants, including assisting in the filing of grants and compliance; performs forecasting and accounting for the use of grant funds
- Supervision of accounting, budget, customer service, finance, grants management, and procurement departmental employees
- Administer the Authority budget including planning, preparation, purchasing, capital planning and revenue monitoring
- Prepare and submit monthly, quarterly, and annual reports required by Local, State, and Federal regulatory agencies
- Analyzes and evaluates the suitability of existing and alternative practices and procedures in all aspects of fiscal practices and financial management; makes recommendations for changes of procedural changes in financial management.
- Direct and review annual audits by external auditors, as well as conducting periodic reviews of the Authority's finances
- Perform financial oversight of third-party contractor employee transactions to include: fare counting procedures and compliance; fare recovery ratio reports;

capital inventory reconciliation; and other associated financial oversight duties as assigned

- Serves as project manager for all Finance Department contracts/agreements. This includes monitoring and soliciting department contracts, service agreements and related.
- Co-manage large project procurement processes with Deputy Director
- Serves as principal liaison with financial institution(s), monitors collateral sufficiency and related compliance with financial institution contract(s) terms.
- Serve as principal National Transit Database (NTD) coordinator responsible for data compilation and submittal
- Performs other job-related duties and responsibilities as assigned.

QUALIFICATIONS:

- A bachelor's degree in finance, accounting, or a related field. Master's degree in Accounting, Business Administration, or Finance preferred
- Certified Government Financial Manager (CGFM), Certified Management Accountant (CMA), Certified Public Accountant (CPA), and/or Chartered Global Management Accountant (CGMA) preferred
- Thorough knowledge of accounting and auditing theory and practices including GAAP, GAAS, GASB and automated financial systems
- Finance and accounting, budgeting and strategic forecasting, cash management experience
- Five years' experience in accounting, finance, and administration in public sector
- Experience in North Carolina governmental accounting including compliance with the NC Local Government Commission
- General knowledge of regulatory requirements (i.e., FLSA, payroll laws, federal OMB, etc.)
- Must meet requirements for public official bond which include credit investigation
- Must possess valid North Carolina Driver License
- Pre-employment background check and drug screen required

SKILLS REQUIRED:

- Demonstrated excellent interpersonal relationship and teambuilding skills
- Demonstrated strong analytical, problem-solving, and negotiation skills
- Demonstrated superior verbal and written communication skills
- Proficiency in Microsoft Office Suite, specifically Microsoft Excel
- Proficiently operate computerized accounting/financial software
- Adept public speaker/presenter

PHYSICAL REQUIREMENTS:

- Typically requires talking, hearing, seeing, and repetitive motions including keyboard entries
- Sedentary to light work: Exerting up to 10-20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force

- constantly to move objects
- May be subject to overnight travel

SPECIAL REQUIREMENTS: The incumbent may be required to assist in performing other administrative duties as well as assist in other tasks within the Authority.

STATUS: FLSA Exempt

HIRING: \$85,000 annually

REVISION DATE: August 2022

NOTE:

This is not an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, Cape Fear Public Transportation Authority reserves the right to revise the functions and duties of the position, or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, staff shortages, workload changes, or technological developments).