



DIRECTOR OF FINANCE
SALARY RANGE \$114,947 - \$160,902 ANNUALLY
EXEMPT
OPEN UNTIL FILLED
FIRST REVIEW MONDAY, MARCH 2, 2020

DESCRIPTION

The Director of Finance is responsible for the operations and activities of the Finance, Budgeting, Accounting, Auditing, Forecasting, Purchasing, Payroll, Asset Management, Financial Grants Management, Contracts, and all other financial functions of the organization in a manner that supports the Gold Coast Transit District's vision, mission and priorities. The position has regular contact with state and federal agencies, local governments, and other stakeholders, and must coordinate work with various departments as it relates to accounting, budgeting and all fiscal functions.

The position serves as a member of GCTD's management team.

ESSENTIAL FUNCTIONS

Under general administrative direction of the General Manager or Assistant General Manager, the Director of Finance plans, organizes, supervises, and directs activities as assigned by managing efficient operation of an area-wide bus transportation system and performs other work as required.

The Director of Finance responsibilities may include:

- Assures financial policies, procedures and internal controls conform to Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) requirements.
- Ensure financial compliance with CA Transportation Development Act (TDA) & Federal Transit Administration (FTA)
- Plan, organize and manage the financial and fiscal affairs of the agency; prepare budgets, financial reports and internal audits; supervise accounting activities; monitor agency expenditures; sign orders, certificates and warrants; coordinate investments and serve as custodian of agency funds; coordinate and provide support to external audits; prepare financial reports to the Board of Directors.
- Develop financial and other administrative policy; serve as a member of the management team in review and improvement of administrative, service and support operations.
- Ensure preparation of the annual operating and capital budget;
- Appoint, assign, supervise and recommend dismissal of department employees, subject to personnel rules adopted by the Board;
- Advise the General Manager/Assistant General Manager as to all matters pertaining to GCTD's financial and assigned functions;
- In conjunction with the Director of Planning prepare state and federal grant applications and is responsible for their proper administration;
- Prepare/present a variety of reports and correspondence: internal and to the Board; and
- Supervise the keeping of appropriate records.

- Excellent leadership and strong emotional intelligence to encourage staff at all levels of the organization toward continual improvement.
- Plan, organize and coordinate information services; determine information service short and long-term needs, evaluate available software;
- Ensure best practices and optimal use of technology in all areas of the agency

OTHER JOB FUNCTIONS

May be assigned additional managerial and administrative responsibilities.

MINIMUM QUALIFICATIONS

A four-year college degree in accounting, finance, or related field is required. A graduate degree or Masters shall be considered desirable.

Desire eight years of progressively responsible financial management experience, and experience in a public transit agency is highly desirable.

Licensing as a Certified Public Accountant (CPA) is desired.

Knowledge of:

- Modern business administration, including strong leadership skills, accounting, finance, purchasing, stock control, and insurance;
- Methods and practices used in administrative investigation, problem resolution and reporting;
- Proposal and procurement techniques;
- Principles and practices of supervision and employee counseling; and
- Policies, regulations and practices of the conduct of internal and external audits, accounting and investment of public funds.
- CA Transportation Development Act & Federal Transit Administration rules
- Experience within the Microsoft environment and business systems such as Word, Excel, PowerPoint, and Outlook.

Ability to:

- Plan, organize and manage the fiscal and financial affairs of a local, public sector transit system, prepare budgets, financial statements, complex administrative reports and grant proposals
- Identify and analyze administrative problems and implement procedures
- Understand, interpret, and apply laws, regulations, policies, procedures, contracts, and budgets
- Analyze a wide variety of data and prepare appropriate reports
- Analyze situations, identify problems, recommend solutions
- Prepare comprehensive reports and correspondence
- Exercise judgment and creativity in making decisions
- Supervise the work of employees
- Establish and maintain effective relationships with others
- Work effectively with other agency staff

- Deal fairly and communicate effectively with people of diverse socio-economic backgrounds and cultures
- Read, write, speak, and understand English
- Ability to work with General Counsel and other consultants, as required

LICENSES AND OTHER REQUIREMENTS:

Ability to obtain and maintain a valid California driver's license.

WORKING CONDITIONS:

- Office Environment
- Driving a vehicle to conduct work

Physical Abilities:

- Speaking to make presentations
- Sitting for extended periods of time
- Ability to operate office equipment
- Some tasks may involve the ability to exert very moderate physical efforts, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials (20-25 pounds)

DISCLAIMER:

This job description is not construed to be an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by the supervisor, department director, assistant general manager, or general manager.

HOW TO APPLY

To apply, please submit the following **by email to: hr@gctd.org**

- **Cover Letter / Resume** - To be considered for this position, applicants must provide a professionally written cover letter and resume describing their experience and/or training relevant to the job duties described above. Along with the official GCTD application, this cover letter will be used to evaluate qualifications for the position and select the most qualified applicants to proceed in the selection process.
- **GCTD Application:** www.gctd.org
- **Supplemental Questionnaire**

Or mail to:

**GOLD COAST TRANSIT DISTRICT
1901 AUTO CENTER DRIVE
OXNARD, CA 93036**

SELECTION PROCESS:

All applicants must provide a cover letter, resume GCTD employment application and supplemental questionnaire to be considered. Applications will be evaluated; and the most qualified candidates

will be invited to an oral interview. All statements made on the application are subject to verification. **Incomplete applications may cause you to be excluded from the selection process.**

PRE-EMPLOYMENT PROCESS:

The process includes a job specific pre-employment job function analysis and a non-dot drug screening to be completed by an industrial health clinic of our choice; background and references will also be checked. All offers of employment are conditioned upon successful completion of this pre-employment process.

ABOUT GCTD:

Gold Coast Transit District (GCTD) is a special purpose transit district that provides public fixed-route and paratransit service in the cities of Ojai, Oxnard, Port Hueneme, Ventura and the unincorporated areas of Ventura County. With nearly 4 million passenger trips provided each year, GCTD is the largest public transportation operator in Ventura County. The fleet includes 61 buses and 24 paratransit vehicles all powered by clean natural gas supplied by an on-site CNG fueling station. In 2014 Gold Coast Transit District was named Small Agency of the Year by the California Transit Association.

COMPENSATION PACKAGE

GCTD offers an attractive compensation and benefits package that includes:

- Medical, Dental, Vision plans
- Flexible Spending Account (FSA)
- Paid Vacation
- Paid Cumulative Sick Leave
- Paid Holidays
- California Public Employers Pension Plan (CalPERS)
- 457 Deferred Compensation Plan
- Longevity Pay
- Life Insurance
- Educational reimbursement
- Free Public Transit Pass for Employee

Immigration & Control Act of 1986

In order to comply with the provision of this law, all applicants prior to placement must provide proof of work eligibility and attest that they are a citizen, permanent resident alien, or otherwise authorized to be employed.

Equal Opportunity Employer

Gold Coast Transit District is an Equal Opportunity (at will) Employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, sexual preference, gender identity, religion, age, veteran status, physical or mental disability, mental condition, or any other category protected by state or federal law.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact GCTD's Human Resources at (805) 483-3959. EOE