



January 2020

SUPPLEMENTAL QUESTIONS

Initial Evaluation for
Director of Finance

Completion of this questionnaire is part of GCTD's selection process in order to more accurately evaluate your application and qualifications for the position of Director of Finance. Please provide typewritten answers on a separate attachment. Submit complete responses with your application.

1. Describe your experience in the creation/development and financial management of an organization's yearly operating budget.
2. Describe your experience in the creation/development and financial management of an organization's capital improvement plan.
3. Describe your role in preparing and presenting information for a governing board?
4. The Director of Finance works directly with other department heads. What are some strategies you have used in encouraging and maintaining collaboration, teamwork, and effective communication with peers?
5. Explain your experience in preparing an organizational budget. Include your experience in the following areas:
 - a. Estimating projected revenues
 - b. Reviewing budget submittals from other departments
 - c. Preparing narrative sections, budget messages, and summary charts.
 - d. Identifying and prioritizing items and programs for budget cutbacks.
 - e. Reviewing audited financial statements.
6. Describe your experience with implementing a new computerized Financial Management system.

GOLD COAST TRANSIT DISTRICT

CITY OF OJAI | CITY OF OXNARD | CITY OF PORT HUENEME | CITY OF VENTURA | COUNTY OF VENTURA
1901 AUTO CENTER DRIVE, OXNARD, CA 93036 | P 805.483.3959 | F 805.487.0925 | GCTD.ORG