



October 1, 2014

Item # 7

TO: Board of Directors

FROM: Steve L. Rosenberg *SLR*
Director of Finance and Administration

Debbie Williams
Director of Human Resources

SUBJECT: Consider Approval of New Position Description for Finance Analyst

I. Executive Summary

As GCTD evolves as an organization we have been gradually expanding our historically limited list of approved staff position descriptions to include positions that other public entities of similar size and complexity consider to be core functional positions. Recently the Board approved for the first time the position of Information Technology Manager. Another core functional position GCTD has not added to this point is Finance Analyst. GCTD has a critical need to address this function and staff recommends the addition of the Finance Analyst position.

The Finance Analyst will be responsible for accounting, budgeting, financial and analytical functions in support of financial and administrative operations. GCTD is currently in the process of reviewing and revamping its entire cash operations process. This is a critical activity to improve accountability throughout the process and assure that all appropriate checks and balances are in place. The Finance Analyst will be assigned the key role in implementing the plan and being the linchpin for coordinating and overseeing all GCTD cash and fare revenue management activities going forward.

Additionally, the Finance Analyst will be responsible for designing and implementing business process improvements, performing complex data analysis and reporting projects, preparing budgets and analyzing expenditures and financial tracking of grant expenditures. The Finance Analyst will also support the Director of Finance and Administration in coordinating GCTD compliance with a variety of federal, state and other regulatory audit and reporting requirements.

The proposed salary range for the Finance Analyst position is at a level equivalent to that of a number of other GCTD professional positions requiring specialized skill and

experience, with an annual range of \$61,200 to \$85,600. This position was not included in the FY2014-15 annual budget; however the cost for this position through the remainder of FY2014-15 will be covered by savings generated as the result of having had certain budgeted positions, such as Director of Planning and Marketing and the Information Technology Manager, vacant during the first quarter of the fiscal year.

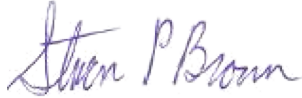
The complete position description for Finance Analyst is an attachment to this report.

II. RECOMMENDATION

IT IS RECOMMENDED that the Board of Directors approve the new position description for Finance Analyst.

Attachment

General Manager's Concurrence:



Steven P. Brown

**GOLD COAST TRANSIT DISTRICT
JOB DESCRIPTION**

CLASSIFICATION TITLE:	Finance Analyst
REPRESENTATION:	Non-Represented
OVERTIME STATUS:	Exempt
SAFETY SENSITIVE:	No
REPORTING STATUS:	Director of Finance and Administration or Accounting Manager
SUPERVISES:	None
DATE AUTHORIZED:	October 2014

JOB SUMMARY

Under general direction, this class is responsible for complex accounting, budgeting, financial and analytical functions in support of financial and administrative operations. Specific assigned areas of responsibility may include but are not limited to budget preparation, data management and analysis, report preparation, cash, revenue and inventory procedures and operations, business software, systems and processes.

ESSENTIAL FUNCTIONS

The Finance Analyst may have responsibility for some or all of the following functions:

- Prepare budgets, analyze financial activities and performance against budget, and recommend action as needed.
- Serve as GCTD Revenue Analyst; coordinate, analyze and oversee cash and operating revenue processes within GCTD, including fare receipt and processing activities. Control and audit internal and outlet fare media sales, farebox collections and other cash receipts; design and implement check and balance controls and procedures to protect against losses.
- Oversee and maintain GCTD's automated business processes; design and implement new processes as needed to address new and changing business operations and data requirements and improve efficiency.

- Perform data management, analysis and reporting tasks, using financial and operational data, in support of all GCTD departments.
- Manage and/or support complex audit and reporting projects, including but not limited to federal asset management requirements, annual financial audits, annual NTD reporting, and federal and state triennial reviews.
- Responsible for financial aspects of grant administration; track grant-eligible expenditures, prepare, execute and maintain records of grant drawdowns; prepare financial reports tracking the financial status of state and federal grants; coordinate with all departments to gather data required for grant reporting. Assist with the preparation of State and Federal grant reporting and applications as needed.
- Manage financial or administrative special projects and initiatives.
- Become knowledgeable in all departmental functions and be available to serve as functional backup or support for other team members.

OTHER JOB FUNCTIONS

May be assigned other administrative, financial accounting or analytical responsibilities.

MINIMUM QUALIFICATIONS

Any combination equivalent to a bachelor's degree in a business discipline (Accounting, Economics, Business Management, etc.) or a related field and five years of experience in accounting, business management or financial analysis, with demonstrated experience in data management and business process design and implementation. Transit or public sector experience preferred but not required

and

Knowledge of:

- Electronic data processing techniques related to accounting and data management techniques, procedures and practices.
- Current computer business applications, including proficiency with spreadsheets (Excel), word processing (Word), and accounting/payroll database systems.
- Math, accounting and financial reporting principles
- General cash control, accounting and reconciliation practices
- Research techniques to prepare complex reports
- Public contact, public information and employee service practices
- General office practices

and

Ability to:

- Learn GCT policies and procedures
- Understand, interpret and implement government regulations
- Understand legal and contract requirements as related to payroll and grants
- Maintain confidentiality of information
- Operate a Windows-based PC system and demonstrate strong computer skills across a variety of productivity applications (word processing, presentations, graphics, etc.)
- Demonstrate strong spreadsheet, database management and data reporting understanding and skills
- Accumulate and maintain financial and statistical records in an organized and usable fashion
- Operate a calculator and other common office equipment
- Communicate effectively, in oral or written form
- Understand and follow oral and written instructions
- Establish and maintain cooperative working relationships
- Exercise patience, diplomacy and discretion
- Complete assignments within limited timelines
- Develop solutions for problems and procedures

LICENSES AND OTHER REQUIREMENTS:

None

WORKING CONDITIONS:

Environment

- Office environment
- Driving a vehicle to conduct work

Physical Abilities:

- Sitting for extended periods of time.
- May involve extended periods of time at a keyboard or workstations.
- Grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard.
- Dexterity of hands and fingers to operate office equipment.
- Near vision in reading correspondence, statistical data and using a computer.
- Acute hearing when providing phone service and communicating in person.