

OKANOGAN COUNTY TRANSIT AUTHORITY

JOB TITLE: Finance/HR Director

REPORTS TO: The Board of Directors

SUPERVISORY ROLE: No

FLSA STATUS: Non-Exempt

SCOPE OF RESPONSIBILITY

Responsible for overall operations in the areas of accounting (including payroll), finance, budget, procurement, and the fare collection function. Assists with the development of, and compliance with policies for these areas.

Develops and oversees the Agency's Human Resources Programs including recruitment, selection, labor relations, compensation and benefit administration, staff development, drug testing program and records management in accordance with state, federal and local laws. Member of the agency's Executive Staff providing input on decisions having organization-wide impact.

ESSENTIAL FUNCTIONS/FINANCE

- Assist in preparation of the annual budget, development and preparation of a variety of financial reports, and monitors revenues and expenditures, as directed by the Board of Directors.
- Prepares and maintains the monthly fiscal records and reports including statement of revenue and expense; capital asset values, federal, state and other grant reimbursement claims; statement of net position; reports related to sales tax, investment funds, grant status, and other areas as requested.
- Prepares and submits the monthly, periodic and annual financial statements, and reports required by state and federal agencies; assures conformance to established timelines, formats and other requirements.
- Prepares, reviews, and distributes comprehensive cost estimates, lease agreements, contracts, grant applications, financial plans, recommendations, records, reports, statements, budgets, statistics, and other financial documentation for OCTA use and as requested by local, state and federal agencies.
- Analyzes and evaluates statistics, data, and reports to make projections in support of efficient operation. Formulates methods to improve finances, develop recommendations concerning the OCTA's financial position.
- Attends Board and management meetings as requested to present and explain financial reports and issues.
- Ensures proper accounting in accordance with established fiscal policies, state, and federal laws and regulations, and Generally Accepted Accounting Principles (GAAP).
- Provides financial oversight for approved grant funds.
- Monitors and follows OCTA's purchasing policy guidelines including bid award criteria and contract compliance.
- Serves as OCTA's Disadvantaged Business Enterprise (DBE) Officer and ensures compliance with federal regulations related to DBEs.
- Accountable for grant administration, including submission of reports, invoices, adherence to requirements.

- Assists employees with matters pertaining to budget and accounting including identifying, evaluating, and resolving problems occurring in the day-to-day operation of the accounting system.
- Receives and reviews insurance claims against OCTA, coordinate insurance claims, assemble backup documentation and staff comments, submit claims to insurance carrier, track payments and respond to public queries regarding filing of claims.
- Administers fixed asset or inventory program.
- Performs payroll function and submit required associated reports and payments as required by federal and state tax and benefit programs as well as reporting to health and retirement benefit programs.
- Reports to National Transit Database, Public Transit Summary and provides financial data and analysis necessary to support the 6-Year Transit Development Plan.

ESSENTIAL FUNCTIONS/HR

- Identifies qualified candidates for vacant positions through advertising, developing and administering selection process.
- Updating and administering employment procedures and assures their consistent application.
- Assists in updating the agency's personnel policies and procedures. Assures consistent application of policies.
- Provides benefit information to employees, recommends and oversees benefit plan changes and coordinates the Benefits Committee. Serves as principal liaison with insurance providers and brokers. Serves as Administrator of benefit plans requiring one.
- Develops and manages a competitive and equitable compensation system by preparing and updating job descriptions, performing job audits, coordinating job evaluations, obtaining comparable salary information, coordinating exempt appraisal process.
- Assists supervisors and managers in resolving personnel problems; provides advice and counsel on a wide range of personnel subjects. Assists employees in resolving work-related problems; refers employees to local resources for non-work-related problems.
- Implements, monitors and updates the OCTA's Equal Employment Opportunity program and Affirmative Action Plan. Coordinates investigations on discrimination, harassment or other complaints according to OCTA personnel policy.
- Participates in Executive Staff and other meetings, providing input on decisions having significant organization-wide impact.
- Manages various personnel programs, including but not limited to, Federally mandated drug and alcohol testing, Worker's Compensation and New-Hire Orientation. Maintains all personnel and benefit records. Assures compliance with relevant state and federal employment laws and regulations..
- Manages projects within HR Department. May manage projects with agency-wide implications.

- Makes presentations to various groups (employees, managers, Board of Directors, and public) on human resource policies and programs.
- Serves as OCTA's HIPAA Security Officer, taking reasonable steps to maintain the confidentiality of all medical-related information resident in, or processed by, OCTA employees.

KNOWLEDGE, SKILLS AND ABILITIES/FINANCE:

- Bachelor's degree in finance, accounting or closely related field; **or** 5 years of increasingly responsible professional-level management experience in governmental accounting, finance and comprehensive budget development with supervisory capacity being beneficial.
- *Familiarity with:*
 - Generally Accepted Accounting Principles (GAAP)
 - Budgeting, Accounting, and Reporting System (BARS)
 - Governmental Accounting Standards Board (GASB) pronouncements
 - Sound financial management policies
 - Purchasing, bidding, and other procurement processes
 - Contract administration
 - Mathematical concepts such as probability and statistics
- *Ability to:*
 - Effectively present information and respond to questions from staff, Board of Directors, community groups, other agencies, vendors, customers, and the general public.
 - Research and apply regulatory guidance (e.g. Washington State Law, GAAP, Transit Authority Resolutions, etc.) to a wide variety of complex issues
 - Use a variety of computer applications including fund accounting enterprise systems and standard business productivity software
 - Work flexible and sometimes extended hours
 - Manage multiple concurrent tasks in order to meet goals
 - Work independently and to be self-directed
- Advanced use of Microsoft Excel including complex formulas, pivot tables and data queries (SQL knowledge helpful)
- Exceptional attention to detail
- Financial statement preparation (balance sheet, income statement, cash flow, footnotes) in accordance with GAAP, GAAS, and other applicable standards.
- Audit theory and practice.
- Any other tasks that may be assigned.

KNOWLEDGE, SKILLS AND ABILITIES/HR:

- *Experience in General HR practices including:*
 - Recruitment and selection
 - Labor relations
 - Benefits and compensation
 - Administration

- *Ability to:*
 - Read, analyze, interpret and explain complex documents and concepts
 - Respond effectively to sensitive inquiries or complaints.
 - Write correspondence, reports, policies and presentations in a clear and logical manner
 - Actively listen and communicate effectively with personnel
 - Prepare and present reports to board of directors
- Certification as a Professional in Human Resources (PHR) preferred.

Physical Capabilities: The physical requirements of this position are sedentary in nature and require communication orally or in writing.

- Must be able to lift up to 25 pounds
- Must be able to read fine print
- Repetitive motions of wrist, hands and/or fingers

SPECIAL REQUIREMENTS:

All offers of employment are contingent upon passing a background investigation and credit check.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

BOARD APPROVAL: _____ DATE: _____

EMPLOYEE ACKNOWLEDGMENT: _____ DATE: _____