

MAJOR FUNCTION

This is responsible administrative and supervisory work in planning, organizing and directing the financial and general administrative activities of a department. An employee in this class is responsible for administering revenue and disbursement and general accounting functions, financial and statistical reporting, managing the department's general administrative affairs, preparing and administering operating and capital budgets and designing and implementing accounting procedures and internal controls. The incumbent exercises considerable independent judgment and professional knowledge of accounting principles, theories and practices, as well as knowledge of governmental accounting procedures. Work is performed under the general direction of the department director. Work is reviewed through conferences, reports, observations, and by results obtained and is subject to periodic internal and external audit.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, directs and administers the work of professional and clerical employees engaged in reviewing, recording and classifying accounting transactions, maintaining and reconciling journals, ledgers and other fiscal records and documentation necessary to track the receipt and expenditure or allocation of revenue and other inventory resources allocated to the department. Prepares the department's operating and capital budgets and directs all related control and reporting activities. Directs procurement, billing, collection, inventories, credit review and resolution of related problems. Prepares and analyzes the more difficult financial statements, reports summaries, schedules and statistical data reflecting the department's revenues and disbursement activities. Manages activities associated with revenue reporting, monitoring, projection, and new revenue source generation. Monitors contracts for compliance, fiscal implications, administrative issues, and reporting requirements. May manage activities associated with the National Transit Database, including data collection, information dissemination and required reporting. Administers grants, including activities related to compliance, reporting, milestones and assurances. Designs, implements and evaluates accounting forms, systems and procedures. Analyzes, evaluates and implements internal control procedures to improve efficiency and effectiveness of assigned administrative, accounting and financial operations. Plans and administers department self-audit functions. Assists internal and external auditors in the examination of department accounting activities, coordinating audits and preparation of schedules, and preparing and publishing required financial statements. Ensures the corrections of all adverse audit findings. Serves as a special staff person to research, analyze, and prepare special projects that impact the department and/or organization. Recommends the selection, transfer, advancement, grievance resolution, discipline, or discharge of assigned staff. Conducts performance evaluations and recommends the approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Participates in business development. Attends and participates in conferences and meetings of financial managers. May serve as acting director in the director's absence. Performs related work as required.

Knowledge, Abilities and Skills

Thorough knowledge of professional accounting principles and practices, office management, and the development, installation and maintenance of government accounting systems. Thorough knowledge of the source of information, accounting techniques and organization of information used in preparation of fiscal report statements, schedules and summaries. Thorough knowledge of the procedures and techniques used in the preparation of detailed and complex accounting statements and documents. Thorough knowledge of federal, state and local laws, rules and regulations relating

to financial records. Thorough knowledge of federal and state grant requirements and the financial and operating activities of the department. Considerable knowledge of the general principles of public financial administration, including budgetary processes and reporting requirements. Considerable knowledge of supervisory principles and practices. Knowledge of office methods and procedures and familiarity with the use of standard office equipment. Some knowledge of public relations principles and techniques. Ability to supervise in a manner conducive to full performance and high morale. Ability to communicate technical financial information to assure comprehension by departmental management. Ability to analyze complex accounting processes and problems and make changes to improve operations and resolve problems. Ability to supervise preparation of complete and accurate accounting reports and statements of considerable complexity. Ability to design, develop and supervise the implementation of revised and new accounting procedures, techniques and systems. Ability to understand and interpret complex governmental procedures and regulations related to accounting requirements applicable to the public transit sector. Ability to participate effectively in the formulation of departmental policies and procedures. Ability to exercise analytical judgment in recommending operational or organizational changes or alternatives. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, business or public administration or a related field and four years of professional experience in public accounting and/or finance. Two years of supervisory experience is required and may be part of the aforementioned experience or in any work area. A master's degree in accounting, finance, or a related field or possession of a certificate as a Certified Public Accountant, Certified Internal Auditor or a Certified Management Accountant may be substituted for one year of the required experience.

Necessary Special Requirement

Aviation: In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 02-01-98
Revised: 10-24-08
09-15-09*
06-02-12