



Western Contra Costa Transit Authority
invites applications for the position of:

Finance Manager

Overview of the Agency:

The Western Contra Costa Transit Authority (WestCAT) operates public transportation services serving the communities of Pinole, Hercules, Crockett, Tara Hills, and Rodeo. Service also runs into El Cerrito, Martinez, and the Salesforce Transit Center in Downtown San Francisco. WestCAT has a small administrative staff and contracts with a private sector contractor to operate and maintain its current fleet of buses and vans. Description of WestCAT services and operations is available at www.westcat.org.

Overview of Position:

This permanent, full-time, exempt position reports to the Chief Financial Officer and is responsible for independently performing technical and functional direction to technical and/or administrative support staff on an as-needed project-by-project basis. Specific responsibilities may include:

- Manages and participates in all activities related to the Authority's accounting function, including accounts payable, accounts receivable, processing and issuance of checks and cash receipts; ensures all revenue received is properly tracked and deposited.
- Work with contracted staff to reconcile revenues and process insurance claims related to agency-related accidents and incidents.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the accounting and finance function; identifies opportunities for improvement and makes recommendations to the Chief Financial Officer and General Manager.
- Maintains and reconciles a variety of ledgers, reports, and accounting records; prepares and posts all monthly and quarterly journal entries; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records.
- Performs month-end, fiscal year-end, and calendar year-end accounting system processing.
- Prepares and analyzes a variety of complex financial reports, statements, and schedules; prepares new-year, mid-year, year-end, and special reports, including the State Controller reports and the Transit Operators Financial Transactions Report.
- Assists in yearly audit by providing supporting documentation when requested by auditors; conducts records research and organizes various files as needed to complete orderly internal and external audits; assists management with worksheets in relation to internal audits, as assigned, including internal controls, inventories, and contracts.
- Prepares, calculates, and analyzes various financial reports and data in the annual operating and Capital Improvement Program budgets.

- Participates in the development, revision, and maintenance of policy and procedure manuals governing fiscal matters; monitors financial procedures across the authority, including internal audits and checks and balances, to ensure that necessary corrective actions are taken.
- Assists in the development and implementation of goals, objectives, policies, procedures, and work standards for the department.
- Attends and participates in professional group meetings; stays abreast of the latest trends and innovations in the field of public agency finance and accounting; researches emerging products and enhancements and their applicability to Authority needs.
- Monitors legal, regulatory, legislative, technology, and court decisions that may affect the work of the department or the Authority's funding requirements and obligations.
- Performs other duties as assigned.

Knowledge/Skills Required for the Position:

Knowledge of:

- Policies, procedures, processes, and regulations of the Authority.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to financial operations, including Generally Accepted Accounting Principles, Federal Accounting Standards Board, and Governmental Accounting Standards Board principles.
- Principles and practices of public agency finance, including general and governmental accounting, auditing, and reporting functions.
- Principles and practices of public agency budget development and administration, and sound financial management policies and procedures.
- Internal control principles and methods of application.
- Principles and practices of data collection, analysis, and report preparation.
- Public agency procurement and purchasing practices and fiscal controls.
- Functions, authority, responsibilities, and limitations of an elected Board of Directors.
- Record-keeping principles and procedures.
- Modern office practices and procedures, including the use of standard office equipment and technology.
- Techniques for effectively representing the Authority in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.

Ability to:

- Recommend and implement goals, objectives, practices, policies, procedures, and work standards.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Analyze, interpret, summarize, and present technical information and data clearly and effectively.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the Authority in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Graduation from an accredited four-year college or university, and at least five years of increasingly responsible public sector finance or accounting experience, including two years at a managerial or administrator level, or an equivalent combination of education and experience.

Experience with Accounting software – Tyler ERP Pro 10 Financial and Revenue Management Systems or comparable computerized accounting system.

Licenses and Certifications:

Certification as a Certified Public Accountant in the State of California is highly desirable.

Compensation: Salary Range - \$104,436-\$135,767-Dependent on Experience

Benefits:

- Medical and Dental coverage for employees and dependents.
- Participation in CalPERS defined-benefit retirement plan.
- Access to 457 deferred compensation program.
- Thirteen paid holidays annually.
- Employer-paid term life insurance coverage.
- Vacation accrual starting at 88 hours annually.

Instructions for applying:

Applicants should download and complete an employment application from the employment page of the agency website at the following link:

<https://www.westcat.org/Home/InsEmployment>

The position is open until filled, but WestCAT encourages interested applicants to apply as soon as possible. To apply, submit a cover letter, current resume, and completed employment application by email to yvonne@westcat.org or by mail to:

Yvonne Morrow, Chief Financial Officer
WestCAT
601 Walter Ave., Pinole, CA
94564

Applications are reviewed as received, and interviews will be scheduled for most candidates as applications are reviewed.

Employment is contingent upon the successful completion of a comprehensive background check, which may include criminal history, employment verification, and education verification.

If selected for the position, the applicant must submit documentation of eligibility to work in the United States.