



1615 W. Sims Way, Port Townsend, WA 98368

July 27, 2010

Dear Applicant,

Thank you for your interest in the Finance Administrator position at Jefferson Transit. We are a small, rural transit system with a progressive attitude and reputation for safe, friendly service to our riders.

Enclosed is a Job Description, which will be a helpful reference for your application. We must receive your application materials no later than 5:00 PM on Friday, August 13, 2010. Incomplete submissions or those received after the deadline will not be considered. The following are required to be considered a complete application:

- Letter of interest
- Current resume

Application materials may be sent to Jefferson Transit either as original documents in the mail or by email in PDF format to:

Rachel Katz
Administrative Executive Assistant/Clerk of the Board
Jefferson Transit Authority
1615 W. Sims Way
Port Townsend, WA 98368
rkatz@jeffersontransit.com

Please be sure to include on the envelope or in the subject line of your email FINANCE ADMINISTRATOR SEARCH.

We are seeking an experienced candidate who would be able to make a fairly fast and smooth transition into our team. People with accounting and budgeting experience who are retired and/or senior citizens are encouraged to apply.

The selection schedule below is for your use throughout the selection process. The dates are approximate but we are making every effort to stick to the schedule.

- August 13 – Completed application submitted to Jefferson Transit
- August 25 – Selection of interview candidates
- August 30 - 31 – Interviews
- September 2 – Successful candidate will be contacted.
- September 27 - October 4 – Hire date

Jefferson Transit is an equal opportunity employer and does not discriminate on the basis of race, sex, age, color religion, national origin, marital status, veteran status, disability, sexual orientation or any other basis prohibited by law. Please let us know if you need accommodation in order to participate in the application process.

We look forward to receiving your application.

Sincerely,



Peggy Hanson
General Manager
Jefferson Transit
PH/rk
Enclosure

JEFFERSON TRANSIT AUTHORITY

Position Description

POSITION TITLE: Finance Administrator

SUPERVISOR: General Manager

SCOPE OF RESPONSIBILITY

The Finance Administrator is the individual primarily responsible for the administration and supervision of all finance functions. In this capacity the Finance Administrator will direct their section as well as incorporate that section into the overall team environment within Jefferson Transit so as to be a critical part of a transit agency that strives to exceed the expectations of the community served by Jefferson Transit. Having a lead role of the finance position for a public agency, the Finance Administrator will be held to the highest levels of professionalism, accountability and transparency before the public we serve.

Every function within the agency is dependent, directly or indirectly, upon the finance and human resource functions and as a result the Finance Administrator has an integral role within Jefferson Transit to facilitate a high level of professionalism, coordination and reliability between all sections within Jefferson Transit.

ESSENTIAL FUNCTIONS

- Ensure proper Agency accounting in accordance with established fiscal policies, State and Federal laws and regulations, and Generally Accepted Accounting Principles.
- Ensure the accurate maintenance of the general and subsidiary ledgers and that journal entries are prepared and adjusted as required. Monitor, review and approve documentation related to payroll, accounts payable, accounts receivable, fare collection and bank reconciliations. Monitor cash accounts and transfer funds between checking and investment accounts. Maintain and evaluate fixed asset accounts.
- Ensure that the General Manager has accurate and timely financial information that contributes to decisions on the future strategic direction of the Agency.
- Ensure preparation and maintenance of monthly fiscal records and reports including financial statements and reports related to sales tax, investment funds and other areas as requested. Ensure year-end reports are prepared in accordance with required legal timelines for the annual closing and audit process.
- Ensure the preparation and submittal of monthly, periodic and annual financial statements and reports required by State and federal agencies conform to established timelines, formats and other requirements.
- Ensure Jefferson Transit is able to undergo financial scrutiny by the State Auditor's Office, other state agencies and the Federal government on all aspects of financial management.
- Analyze and evaluate statistical data and reports. Make projections and identify trends in support of efficient Agency operation. Formulate methods to improve finances, and develop recommendations concerning the Agency's financial position. Attend Board and management meetings as requested to present and explain financial reports and issues.
- Plan, develop and administer the Finance Department budget. Prepare the Agency's revenue projections and operating budget including department budgets. Participate in the development of the Agency's annual capital and long range financial plan. Monitor and approve expenditures. Adjust budgets in accordance with principles of sound fiscal management. Monitor monthly budget data for all departments and confer with managers regarding anticipated expenditures, expenses charged to various accounts, capital purchases, grant expenditures and other fiscal issues.
- Oversee technology related to Agency financial controls. Plan, review and update or revise automated and manual reporting systems for the Agency as appropriate. Develop and implement new and revised cost reporting mechanisms including capital project reporting system, departmental and division reporting. Assure timely and accurate preparation and coordination of annual audit.
- Assist with the preparation of grant applications for Agency projects. Assure the timely and accurate preparation and distribution of required financial reports and other documents.
- Supervise the finance staff.
- Ability to research, develop and implement various projects as required.
- Attend a variety of meetings within and outside the Agency; serve on committees, make oral presentations at meetings, conferences and other events as needed.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated ability to lead others.
- Applicable education, training and experience in accounting and financial management. Minimum education is a four-year degree.
- Practical understanding of public agency accounting and statutory regulations.
- Ability to make decisions and work independently.
- Demonstrated commitment to customer service.
- Knowledge and experience with all Microsoft Office or related programs.
- Knowledge of and experience with accounting software and other programs is necessary.
- Ability to work effectively with the public, management staff, fellow employees and other agencies, conveying accurate information and remaining professional and courteous with customers and with staff at all times.
- Ability to obtain a Washington State driver's license.

SPECIAL REQUIREMENTS

- Must pass a pre-employment substance abuse test as a condition of employment. This position is considered safety-sensitive, as defined by the Federal Transit Administration (FTA), thus it is subject to random drug and alcohol testing and is subject to all other types of substance abuse tests as described in the policy.
- Must pass an employment physical functions test to be certified for the position and must maintain a physical condition that, either with or without accommodation, allows completion of all essential duties.
- If selected for the position, documentation of United States citizenship or an alien lawfully authorized to work in the United States will be required to establish identity and work authorization in accordance with the employer's obligation under the Immigration Reform and Control Act of 1986.

WORK SCHEDULE

Full-time standard workweek (40 hours) during normal business times. Hours may vary according to work schedules and tasks to be accomplished with evening and weekend work necessary at times to accomplish the duties of the position as determined by the immediate supervisor.

SALARY & BENEFITS

Wage and benefits based on the Jefferson Transit's Non-Represented Staff Policy.

This position is an exempt position, as defined by the Fair Labor Standards Act (FLSA).

PHYSICAL DEMANDS:

(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

Sitting:	Continuously, sitting at a desk, and in meetings
Standing/Walking:	Frequently
Driving:	Occasionally, as may be necessary
Lifting/Carrying:	Occasionally, up to 35 pounds
Bending/Squatting/Kneeling:	Occasionally
Pushing/Pulling:	Occasionally
Reaching:	Occasionally
Twisting:	Occasionally
Talking/Hearing:	Frequently, communicating with customers and staff in person, and by telephone
Wrist/Fine Finger Manipulation:	Frequently, when typing at a keyboard and writing

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. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

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