



**REGIONAL TRANSPORTATION AUTHORITY**  
**NOTICE OF JOB VACANCY - EXTERNAL/INTERNAL POSTING**  
**An Equal Opportunity Employer M/F/D & A Drug/Alcohol Free Workplace**

**Date Posted:** October 19, 2007      **Job Posting #:** 2007-30      **Deadline:** Open until filled  
**Job Title:** Director of Finance and Administration      **Monthly Entry Rate** \$6,266.00  
**Work Location:** 5658 Bear Lane & as assigned; location varies      **Number of Openings:** 1  
**Type of Opening:** Full Time      **FLSA Status:** Exempt      **Grade:** 90

**General Summary:** Senior level advisory and managerial position responsible for providing financial and human resources services to the General Manager and other organization management through strategic financial planning, treasury management and banking, annual budgets and oversight of Finance and Human Resources department functions and objectives.

**Essential and Marginal Duties and Responsibilities:** Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Develops and recommends major financial policies and practices that are consistent with organizational objectives. These include financial policies and practices, internal control systems and other administrative policies within areas of responsibility.
- Provides input and coordinating development of Human Resource policies and practices.
- Proactively monitors the organization's circumstances within areas of responsibility.
- Provides solution-based recommendations and policies for organizational financial, personnel and risk management objectives.
- Performs strategic long-range financial planning and forecasting to ensure compliance with organization's mission-related objectives and policies.
- Oversees Finance & Accounting and Human Resources department operations.
- Coordinates annual budget process and revisions.
- Monitors and proactively reacts to changes in organization's circumstances.
- Develops, creates, recommends, establishes and monitors system of internal controls.
- Functions as organization Investment Officer.
- Prepares and reports to Board of Directors about issues relevant to areas of responsibility.
- Exercises full range of responsibility for all employment matters and issues involving staff positions supervised, including but not limited to; recruitment, training, performance management, awards, counseling, discipline, grievances, appeals and compensation.
- Assures timely and accurate response to General Manager/Board of Directors inquiries regarding any aspect of departmental functions.
- Establishes and maintains effective working relationships with those contacted in the course of work.
- Maintains confidentiality regarding all RTA related business information and personnel issues.
- Performs other job-related duties and responsibilities as assigned.

*It is RTA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities. To request an ADA accommodation regarding employment, please contact the Director of Business Development and Compliance or the Manager of Human Resources.*

**Qualifications include:**

**Knowledge of:**

- Accounting and auditing theory and practices including GAAP, GAAS, GASB and automated financial systems;
- Cash management and investment practices;
- Management of staff;

- General knowledge of benefits and Human Resources functions (i.e. self insured programs and worker's compensation);
- Finance and accounting, budgeting and strategic forecasting; and
- General knowledge of regulatory requirements (i.e. FSLA, payroll, federal OMB, etc.).

**Ability to:**

- Communicate effectively verbally and in writing;
- Exercise independent judgment and responsible decision making;
- Make effective presentations to the Board of Directors and other parties;
- Prepare and analyze financial reports, including the ability to detect adverse trends and devise solutions;
- Provides reports as directed;
- Willingly foster a positive work environment;
- Interpret and comply with relevant regulatory requirements and contracts;
- Establish and maintain effective working relationships with other RTA employees, banks, state and federal agencies;
- Comply with Regional Transportation Authority policies and procedures;
- Maintain a dependable attendance record; and
- Plan and analyze accounting controls and reporting;

**Skills to:**

- Effectively lead teams;
- Manage time of self and subordinates;
- Demonstrated superior verbal and written communication skills;
- Demonstrated strong analytical, problem solving and negotiation skills, preferably in an environment with multiple departments and dispersed personnel;
- Demonstrated excellent interpersonal relationship and teambuilding skills;
- Proficiency in Microsoft Excel and/or similar spreadsheet application(s); and
- Proficiency in Microsoft PowerPoint and/or similar application(s);
- Proficiency in Microsoft Access and/or similar database application(s); and
- Proficiency in Microsoft Word and/or similar word processing application(s).

**Experience and Training Requirements:**

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Bachelor's degree in Business Administration, Finance, or a directly related field. Master's degree preferred.
- **Experience:** Minimum of eight (8) years related experience with a heavy financial emphasis, preferably in the public sector, including five (5) years supervisory experience at a managerial or executive level.
- **License or certificate:** Possession of an appropriate, valid TX Driver's License on the date of application as required for position to operate RTA vehicles. CPA certification is preferred.

**Working Conditions and Physical Requirements:** Works primarily in a typical, climate controlled office environment. Average amount of overtime and extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential and marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 10lbs.