

CATS Job Title: Comptroller

Department: Finance

FLSA Status: Exempt

Supervision Received: Chief Executive Officer (CEO)

Application Deadline: Thursday, August 1, 2019

Comptroller

BACKGROUND:

At the Capital Area Transit System, (CATS), we take pride in, and are dedicated to our mission statement of “connecting people to what matters”.. CATS provides roughly 2.6 million trips annually taking our riders to where they need to go. At CATS we proudly serve the transportation needs of commuters, tourists, the business community and the public at large.

SUMMARY:

We are looking for an experienced and detail-oriented Comptroller to strengthen and maintain our agency's internal controls, including cost center budgeting and variance analysis reporting. The Comptroller will ensure quality and accuracy of all financial transactions and reporting, develop our financial well-being and play a leading role in financial decision-making. This position will provide both senior management and the CATS Board of Commissioners with strategic financial input and oversee the overall accounting processes. The position will ensure that the agency remains compliant with all federal, state, and local governing regulations. The Comptroller will ensure timeliness in all financial activities, including forecasting of revenues and expenditures.

The Comptroller will lead the development of the Finance Department staff, cross training the staff, and its policies and procedures. This position will play a key leadership role in the upcoming company-wide enterprise system conversion and implementation.

To ensure success, the Comptroller will give management sound advice, and manage accounting activities with the aim of visibly controlling costs. Top candidates are confident, analytical and positive.

COMPTROLLER RESPONSIBILITIES:

- Responsible for overseeing the development and forecasting of operating and capital budgets under direction of CEO.
- Manage the implementation of finance and accounting policies and procedures, in compliance with federal (FTA), state, and local government regulations.
- Review, determine and subsequently analyze the effect of potential business decisions on financial policy.
- Collaborate and serve as the agency's representative with business partners and clients, both internally and externally.
- Responsibility for overseeing the cooperation with business units and supporting functions throughout and across the agency.
- Work to ensure prompt and accurate month-end and year-end close processes.
- Responsible for preparing timely financial statements.
- Responsible for managing the establishment and maintaining cash controls and reconciling of general ledgers and other financial statements.
- Assisting the agency's executive leadership team in preparing the annual budget and the annual audit.
- Maintain, and establish where needed, accounting manuals; oversee, adhere and implement cross training for fundamental functions.
- Responsible for maintaining cash flow projections to assure that expenditures balance with available revenue, by period, and by year end.
- Oversee contract administration in terms of complete file maintenance, accuracy of coding for cost allocated expenses and revenues received, monitors program reporting and audit closeouts.
- Monitor data entry systems and procedures.
- Oversee, prepare and systematically maintain all vendor/supplier accounts.
- Verify charges and ensure security of all agency credit cards.
- Prepare income statements and keep tabs of transactions and their entry in the computerized accounting database.
- Oversee the classifying and maintaining of financial files and records, according to Federal Transit Administration (FTA grants), state, and local regulations.
- Work on the preparation of quarterly reports, monthly financial statements, and balance sheets.
- Reconcile the payable accounts, receivable accounts, and preparing journal summaries.
- Issue receipts for all the accounting transactions.
- Maintain records pertaining to the financial systems.
- Adhere to and implement the financial procedures and policies, set by the executive leadership management.

- Any and all duties as assigned by CEO.

JOB REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, Business with an emphasis in Accounting, or a related field.
- Seven (7) years of Accounting experience (preferred). Five (5) years or more in a managerial, leadership, supervisory level in the public sector desired.
- Previous experience as an accountant, accounting supervisor, or accounting manager.
- Excellent computer skills; experience in accounting software, Microsoft Office Suite.
- Proficiency with accounting software and experience with a software system conversion and implementation is a plus.
- Exceptional knowledge of finance, governmental accounting, budgeting, cost accounting and control principles and Generally Accepted Accounting Principles (GAAP).
- Excellent written and verbal communication skills.
- Advanced knowledge of bookkeeping and accounting best practices, laws, standards, and state/national regulations.
- Pays strict attention to detail.
- Ability to manage employees, while multi-tasking large projects.
- Government, Transit and/or Transportation experience a plus.

CAPITAL AREA TRANSIT SYSTEM (CATS) IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. CATS DOES NOT DISCRIMINATE AGAINST ANY APPLICANT OR EMPLOYEE ON THE BASIS OF RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CONSIDERATION MADE UNLAWFUL BY APPLICABLE FEDERAL, STATE OR LOCAL LAWS.

Application Deadline: 8/1/2019



To apply for this position, please visit the CATS Careers Page: www.brcats.com/careers and complete an online application. Once the online application is complete, please send your resume and cover letter to catscareers@brcats.com. Your last name and the position title should be included in the subject line of your email.

If you prefer, applicants may apply by picking up the job application packet at 2250 Florida Blvd or printing it from the CATS Careers page and submit the completed application, resume and cover letter to 2250 Florida Blvd between the hours of 8am – 4pm Monday through Friday.