

**October 30<sup>th</sup>, 2017**

**JOB TITLE:** Director of Finance

**FLSA STATUS:** Exempt

**SUPERVISION RECEIVED FROM:** Bill Deville, Chief Executive Officer (CEO)

**DEPARTMENT:** Finance (Administration)

**WORK SCHEDULE:** Varies, Typically M-F with frequent night and weekend work

**SUPERVISION EXERCISED OVER:** Finance Department

**MINIMUM QUALIFICATIONS:** Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the job. Typical qualifications would be:

- Minimum of a Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Administration or a similar field
- Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO) or Certified Government Finance Officer (CGFO) designation preferred
- Minimum of four (4) years of progressively responsible experience in governmental accounting and finance
- Minimum of three (3) years of supervisory experience
- Experience in the transit industry or with the Federal Transit Administration preferred
- A valid Louisiana driver's license and a driving record acceptable to CATS insurance carrier

**SUMMARY:** Under general direction, individuals assigned to this position are responsible for all finance and accounting functions within CATS. This includes supervision of CATS budget process; varied and complex technical accounting, analysis, and budgeting for CATS operations; preparation of analytical narrative, statistical and accounting reports, forecasting cash flow and managing investments for CATS, supervision of accounting personnel, grant management, performance standards and reporting; and assistance with strategic financial management. The individual assigned to this position also serves as CATS designated Budget Officer.

**REQUIRED KNOWLEDGE, SKILLS, and ABILITIES:**

- Knowledge of principles, methods, and practices of governmental budgeting, accounting, and auditing
- Ability to prepare and present complex financial analyses including the ability to communicate such information to non-financial audiences
- Ability to research and apply regulatory guidance (e.g., Local Budget Law, GAAP, GAAS, CATS policies, etc.) to a wide variety of complex issues
- Ability to use a variety of computer applications including fund accounting enterprise systems and standard business productivity software
- Advanced use of Microsoft Excel including complex formulas, pivot tables and data queries (SQL knowledge helpful)
- Ability to develop or improve processes or systems to gain efficiencies or to improve quality and availability of information
- Ability to lead or participate in groups or cross-functional projects
- Ability to contribute effectively to the overall leadership of CATS
- Strong written and verbal communication skills, including public speaking and professional presentations
- Ability to supervise and evaluate staff
- Ability to work flexible and sometimes extended hours
- Ability to manage multiple concurrent tasks in order to meet goals
- Ability to work independently and to be self-directed
- Ability to establish and maintain effective working relationships with employees, officials, vendors and the general public
- Exceptional attention to detail

## **ESSENTIAL DUTIES:**

- Develops and implements CATS and Finance Division financial policies and procedures
- Prepares and administers CATS budget in compliance with Louisiana Local Budget Law
- Prepares and monitors CATS Capital Improvements Plan
- Prepares and monitors CATS long-range financial plan
- Prepares and monitors the Finance Division's operating budget
- Presents financial data to a variety of audiences including CATS staff, the Board of Directors and its committees (e.g. Budget, Finance) and to the general public
- Prepares or directs the preparation of monthly financial statements and statistical reports
- Oversees the preparation and external audit of CATS Comprehensive Annual Financial Report in compliance with GAAP and GFOA requirements
- Supervises, evaluates and trains assigned staff
- Administers federal, state and local grants ensuring compliance with Federal Transit Administration (CATS cognizant agency) or other grantor's policies
- Ensures the reliability of CATS financial and budgetary systems
- Collaborates with other departments to provide financial expertise for projects and other initiatives
- Advises management representatives during the collective bargaining process or may serve on the bargaining team
- Maintains effective working relationships with numerous CATS partners and vendors such as federal and state agencies, local municipalities, banks, auditors, actuaries, etc.
- Manages debt financing and investments
- Perform other duties as assigned