

**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

CATS is an equal opportunity employer. As such, CATS will recruit, hire, train, and promote in all job levels the most qualified persons without regard to race, color, creed, national origin, sex, age or handicap. All employment decisions are based on job-related standards and must comply with the principles of equal employment opportunity.