



FINANCIAL SERVICES MANAGER

Department:	Administrative Services
Employee Group:	Non-represented
Reports to:	Administrative Services Manager
FLSA Status:	Exempt
Job Number:	62111
Approved by:	Kevin Hebdon, Administrative Services Director
Approved by:	Wendi Warner, HR Director

OUR MISSION

Ben Franklin Transit (BFT) provides exceptional and cost-effective transportation services that consistently exceed customer expectations while promoting the principles and practices of livable communities and sustainable development.

OUR VALUES

We value customer service, collaboration, diversity, fiscal accountability, innovation, sustainability and safety. Employees and representatives of BFT are expected to uphold our values and mission.

NATURE OF POSITION

Perform highly complex accounting and financial analysis to provide accurate and timely financial reports to management, government agencies, and the public to support sound decision-making and ensure appropriate public disclosure and accountability. Ensure compliance of Agency policies, procedures and legal requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform highly technical and complex accounting analysis, research, preparation, and maintenance of financial records, reports, and systems in compliance with Federal and State rules and regulations.
- Manage accounting operations, including budget control, cash management, grants management, accounts payable, accounts receivable, treasury, general ledger, payroll, fixed assets, and revenue services.
- Compile, complete, and ensure timely monthly and year-end financial closing; review monthly and year-end financial statements and supporting documentation; review statements, schedules, and reports for accuracy and completeness.
- Design, implement, and improve daily work and month-end processes and procedures to ensure efficient, accurate and complete information within established time frames.
- Plan, assign, and supervise the work of staff; interview and recommend selection of job candidates; train, monitor and evaluate performance; take corrective action as needed.
- Consult with and provide expert assistance to management, other departments, external auditors, and vendors; assist other departments to resolve technical accounting issues.
- Develop, maintain, and ensure optimal utilization of financial accounting information systems.
- Develop and recommend improvements to accounting policies, processes, and procedures.
- Prepare financial reports using database and spreadsheet applications; letters, reports, and other documentation.
- Serve as audit liaison on external audits.
- Assist with treasury management and investment procedures and recommendations.
- Work with and maintain confidential information.
- Demonstrate regular and punctual attendance.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Uniform System of Accounts (USOA), Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), Budgeting, Accounting and Reporting System (BARS), and Generally

Accepted Auditing Standards (GAAS); laws, rules, and regulations governing transit financial practices and procedures.

- Principles, practices, and methods of financial management to include investments, fiscal management activity reporting, fiscal year guidelines, industry best practices, and internal controls.
- Principles and practices of budget administration and analysis.
- Quickly make sense of, combine, and organize information into meaningful patterns.
- Prepare financial and account records, reports, and documents.
- Principles of supervision, training, employee development and motivation.
- Interpret and communicate accounting data.
- Implement programs, policies, procedures.
- Plan, assign, and/or supervise the work of others.
- Identify problems, evaluate alternatives, and implement effective solutions.
- Accurately prepare and maintain records, files, and reports.
- Communicate technical subject matter to non-technical audiences.
- Learn new technologies, policies, procedures, and guidelines established by professional organizations and/or governing agencies.
- Utilize office equipment and other relevant technology (software and systems) to meet business needs.
- Understand, follow, and communicate clearly and concisely, both orally and in writing.
- Work as a team member and independently; effectively apply organizational and time management skills; meet deadlines and comply with Agency policies.
- Exercise sound judgment in making decisions.
- Focus on tasks and recall details; handle frequent interruptions.

OTHER CHARACTERISTICS

- Collaboration: Shares time and knowledge with others; adjusts priorities as circumstances dictate; follows through on commitments, accepts responsibility for actions, resolves interpersonal conflicts constructively.
- Diversity: Demonstrates an awareness and respect of cultural and individual values. Treats all people with dignity, courtesy and respect.
- Fiscal Accountability: Actively contributes to the productivity of the agency; demonstrates good stewardship of company time and resources; displays high standards of ethical conduct.
- Customer Service: Anticipates the needs of internal and external customers; delivers quality work products and services within expected timeframes. Considers and responds appropriately to people in various situations.
- Innovation: Considers new approaches to situations; encourages ideas and improvements.
- Sustainability: Actively encourages environmental benefits and the conservation of natural resources.
- Safety: Adheres to safety related laws, regulations, standards, and practices; performs work in a safe manner; encourages and supports others to be safe while at work.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Accounting, Finance, or Business Administration from an accredited institution, and four-years of increasingly responsible accounting experience, or an equivalent combination of education and experience. Must possess a valid driver's license.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS

None.

PREFERRED QUALIFICATIONS

CPA and/or CPFO and seven years' experience managing public sector finance department operations in a supervisory capacity.

PHYSICAL REQUIREMENTS

Generally sedentary in nature; occasionally stand and walk; intermittently kneel, stoop, bend and twist at the waist, and reach overhead; sit for long periods of time. Rarely kneel, crouch, or crawl. Occasionally lift, push/pull, or carry up to 40 pounds. Good vision to read print and computer screen. Hear and speak to communicate in person, before groups, and over the telephone. Manual dexterity of hands and fingers to include repetitive keyboarding, grasping and reaching to operate a computer keyboard, mouse and/or standard office equipment.

WORKING CONDITIONS

Work is primarily performed in an office environment where noise, distractions, and lack of privacy may be present. Operate a motor vehicle.

Essential Functions may include the duties and responsibilities, as well as knowledge, skills, abilities, and other characteristics listed in this job description. Employees in this position must maintain a level of mental and physical fitness required to perform the essential functions of this classification with or without reasonable accommodation.

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position. Job descriptions are not intended to reflect all duties performed within the job. Job descriptions are subject to revision and may be updated as appropriate to reflect operational changes within the role.

Employees in all positions must pass a background investigation including a criminal and employment investigation; positions with cash handling or financial administrative duties will be subject to a consumer credit investigation.