



Port Angeles, WA

FINANCE MANAGER

\$83,026 - \$111,660 DOQ

(2022 Compensation Range)

Plus Excellent Benefits.

Apply by

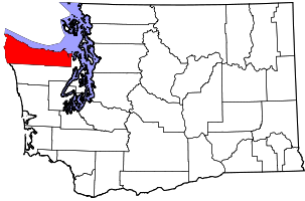
April 3, 2022

(Applications will be reviewed as they come in. Position is open until filled)

PROTHMAN



WHY APPLY?



Located in one of the most spectacular and scenic areas of Washington State and the entire United States, Clallam Transit is headquartered

in the city of Port Angeles. This city of 20,500 citizens is located on the northern edge of the Olympic Peninsula along the shore of the Strait of Juan de Fuca. From there, the agency provides transit services to Clallam County as a whole.

The Olympic Peninsula is home to spectacular natural attractions ranging from a lush, magnificent rainforest, to rugged mountain splendor and wide ocean beaches. Witness breathtaking views at 6,000 feet from Hurricane Ridge, located just minutes away in Olympic National Park. Only 45 minutes later, be at sea level on Ediz Hook (a 4-mile extension of land which forms the harbor) and take in the panoramic views of the mountains you just left.

Clallam Transit offers a capable finance professional an excellent opportunity to be part of a five-member leadership team and work with a long-established General Manager. Because the current leadership team is made up of seasoned transit professionals, the ideal new Finance Manager could either be well-established in their finance career or be making their first step into a leadership, management-level position. For the proper up-and-coming candidate, the agency anticipates being able to support and mentor them as they transition into this senior leadership finance position.

Whether previous experience is with transit, the public sector, or the private sector, aspiring candidates with a finance background who are looking to either start or continue their management career, are all welcome to apply.



THE COMMUNITY

Clallam County owes its moderate weather to the beautiful Olympic mountains and the warm waters that border the County. Home to nearly 78,000 residents, the County also boasts being the location of Olympic National Park. The County also has many small, friendly and safe communities that each have unique qualities, characteristics, and charm. Incorporated communities within the County include Sequim, Forks, and the county seat, Port Angeles. Each provide services normally only found in much larger cities. The County also has several quaint census designated places situated along Highway 112, which follows the northern edge of the County along the Pacific Ocean, east to west.



As the largest city in the County, Port Angeles is a tourist destination and international gateway via ferry to Victoria, British Columbia, Canada. In 2015, Outdoor Magazine named Port Angeles as second in the nation in their "Best Town Ever" competition. Two years in a row Port Angeles has been named in the top ten Best Small Towns by Livability.com. Port Angeles is a modern community with a rich and diverse history. Abundant in cultural events, including festivals, art, music, community theater, outdoor recreation, and sporting events, Port Angeles is also fortunate to be enhanced by a thriving and active Native American culture.

To the east of Port Angeles, the city of Sequim (pronounced "skwim") sits in the rain shadow of the Olympic Mountains in the Sequim-Dungeness Valley where its approximately 8,000 citizens enjoy fantastic weather with just 16 inches of rain per year. The area is particularly known for its production of lavender, as Sequim's unique climate allows an excellent growing season for the plant. The area is also known for its Dungeness crab and resident elk herd.

Heading to the far western side of Clallam County, the town of Forks is home to just under 4,000 residents. In recent years, Forks has gone through a transition from a logging community to a tourist community. Forks attracts tourists by the thousands each year due to the area's rich history with logging, highlighted by the Forks Timber Museum. The area is also well-known for steelhead and other salmon fishing along the banks of the Calawah, Sol Duc and Bogachiel rivers. The nearby Clallam, Sekiu, and Hoko rivers are also good for king salmon fishing and steelhead as well. Forks has also seen a massive increase in tourism since the town became the main setting of the *Twilight* book and movie series in 2005.

Whether you are looking to enjoy the high mountains, rugged coastlines, deep forest, miles of unspoiled rivers, or even the clean air and water, Clallam County offers a mild marine climate and an unusual combination of environmental amenities. When the cultural, educational, and social amenities available in the cities and towns are considered, along with the range of living styles from small town to rural to backwoods, the county becomes a uniquely desirable place to live and work.

THE ORGANIZATION

Clallam Transit System (CTS) was formed in 1979 after voters of Clallam County approved the collection of a sales tax not to exceed 0.3 percent (0.3%) of one cent (\$0.01) to fund transportation services. Over the years, voters have increased the funding to .6 percent (0.6%).

Currently, CTS provides service on 15 fixed routes with complimentary demand-response and para-transit services (known as "Clallam Connect"). Pre-Covid, annual Fixed Route boardings topped 725,000 and annual Para Boardings reached 59,700. The agency uses approximately 100 vehicles to serve over 78,000 county residents throughout the 1,738 square miles of Clallam County. CTS also maintains over 60 bus shelters, 5 park-and-ride lots, and 3 transit centers.

In 2017, CTS expanded their regional service to the Bainbridge Island ferry terminal. The route, called the Strait Shot, has seen strong ridership to date. In 2022, CTS will be adding three over-the-highway coaches to its fleet in order to better serve this critical inter-County link.

CTS operates from four departments including Operations, Maintenance, Finance, and Administrative Services, and is governed by a Board of eight elected officials with equal representation from Port Angeles, Forks, Sequim, and Clallam County. In addition, a designated non-voting union representative serves on the Board. Each member is appointed through their respective jurisdiction to serve on the Board. The Board hires a General Manager to serve as CEO and run the day-to-day operations of Clallam Transit. CTS operates on a 2022 operating budget of \$13,479,000, and currently employs 94 FTEs, both union and non-union.

THE POSITION

Under the direction of the General Manager, the Finance Manager has a part in addressing the overall agencies strategy in meeting the needs for transit countywide. The Finance Manager also directly supervises two (2) staff within the Finance Department. This position oversees the finance, audit, and budget functions for CTS. The Finance Manager directs, plans, develops, organizes, coordinates, and evaluates CTS's financial accounting and reporting, grants management, purchasing investments, accounts payable and receivable, internal and external auditing, internal control, revenue collection, and budget development. This position also partners and coordinates with Administrative Services regarding payroll and helps assure proper financial controls are in place agency-wide. The Manager also develops short and long-range financial needs and goals, and provide supervision, mentorship, training, and evaluation of assigned personnel.

For a full job description and to view all responsibilities, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

1. The agency has a growing core revenue stream, including consistently increasing sales tax revenue. In addition, CTS has received a significant infusion of cash and grants from the federal government. This has created an opportunity and challenge. CTS is endeavoring to manage how best to combine its ongoing revenue and the one-time funds to plan for agency growth while maintaining long-term financial stability.

2. The Finance Department has three staff members, including the Finance Manager. A challenge facing the new Finance Manager will be to grow and support existing staff, and help increase cross-trained capabilities.

3. While CTS is a small agency, they think big! The new Finance Manager is an integral member of the Agency's senior management team, helping other senior managers and the General Manager shape the direction of the entire agency. The new Finance Manager will need to be collaborative, a "team player", curious, and creative. The right candidate will have suggestions and recommendations to help the agency stay on sound financial footings, while helping the CTS team creatively meet the community's future transportation needs.

IDEAL CANDIDATE

Education and Experience:

A Bachelor's Degree in Finance, Accounting, or a closely related field and five (5) years of increasingly responsible financial management experience in governmental accounting, finance, and comprehensive budget development is required. A Master's degree in a closely related field may substitute for up to two (2) years of professional-level financial management experience. Two (2) years in a supervisory capacity, and a professional finance or accounting certification is preferred.

Candidates must have or be able to obtain a valid Washington State Driver's License.

Public or private sector experience in finance and accounting services of a similar size organization is sought. While grant reporting, GAP and transit experience is desired, those with other relatable experiences are invited to submit an application. Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities.

COMPENSATION & BENEFITS

- **\$83,026 - \$111,660 DOQ** – 2022 Compensation Range
- Medical and dental coverage (fully employer paid for employee-only coverage, modest employee contributions for family coverage).
- Public Employees Retirement System (PERS) enrollment.
- Basic long-term disability insurance and basic life and accidental death or dismemberment insurances.
- Generous general leave, including a birthday leave accrual.
- Bereavement leave.
- Paid holidays.
- VEBA/HRA contributions - \$28 monthly employer contributions
- CTS transit pass(es).
- CTS Wellness Program.
- Employee Assistance Program.
- Benefits as mandated by federal and state regulations.

**For more information, please visit:
www.clallamtransit.com**

Clallam Transit is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **April 3, 2022** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Clallam Transit, WA – Finance Manager**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in.



www.prothman.com

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