



YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION AUTHORITY JOB DESCRIPTION

Job Title: Finance Manager

Department: Yuma County
Intergovernmental Public
Transportation Authority
(YCIPTA) **FLSA Class:** Exempt

Salary Range: \$50,235 - \$78,350

Summary or Purpose:

Under general supervision performs variety of complex supervisory, professional, administrative, and technical accounting functions of considerable difficulty with the Yuma County Intergovernmental Public Transportation Authority (YCIPTA); performs related work as required or assigned.

Essential Duties and Responsibilities:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Ensures federal and state grant compliance issues.
- Develop and manage operating and capital budget.
- Manages accounting functions, monitors fare collection processes and bank accounts, oversee and manage accounting staff's reconciliations of bank statements
- Oversee and manage the deposits for fare collection.
- Produce Monthly Accounts Receivable Billing using spreadsheets and Accounting Program Software
- Understand Fund Accounting Process in order to maintain Federal Transit Agency and Arizona Department of Transportation funding sources compliance.
- Monitors and reconciles fund balances.
- Reconcile Grant Balances with the Federal Transit Agency Transit Award Management System (TrAMS)
- Submit Grant Milestone Progress Reports and Federal Financial Reports Quarterly and Annually.
- Working with Yuma County Treasurer's Department Finance Team to ensure timely posting of revenue.
- Analyze and trend revenues and cash flows and submit monthly updates to the Transit Director and the YCIPTA Board.
- Process and post Bi-Weekly Payroll
- Be able to create journal entries for reclassification of payroll and payroll liabilities.

- Be able to do year end journal entries and closing procedures for all areas of the finance department.
- Acts as purchasing liaison/procurement officer.
- Be able to calculate depreciation and maintain the fix asset listing.
- Leads, trains and guides all accounting staff.
- Organizes and maintains insurance activity.
- Produce Financial Statements and serve as the lead coordinator of single audit.
- Produces various complex accounting annual reports (ex. Annual Comprehensive Financial Report and National Transit Database reports).
- Reviews reconcile and balance general ledger account for accounting records for accuracy.
- Prepares complex budget calculations (including personnel costs). Sits on the budget review and development team.
- Sits in monthly Board meetings to present monthly Financial Statements
- Works with the various independent auditors.
- Other duties as assigned.

Knowledge, Skills, and Qualifications:

Knowledge of General Accepted Accounting Principles (GAAP);
 Knowledge of Unified Manual of Accounting for Arizona Counties (UMAC);
 Knowledge of Governmental Accounting Standards Board (GASB);
 Knowledge of federal and state regulations.
 Knowledge of public sector budgetary process.
 Knowledge of Annual Comprehensive Financial Report (ACFR)
 Knowledge of Microsoft Word, Excel and Outlook.

Skill in tax rate calculation; auditing and internal control procedures;
 Skill in automated accounting systems and applicable software.
 Skill in payroll, accounts receivables and payables; purchasing;
 Skill in reconciliations.
 Skill in performing maintaining efficient workflow.
 Skill in interpreting accounting principles, rules, and regulations.
 Skill in performing complex mathematical computations and statistical projections;
 Skill in principles and practices of supervision, training, and performance management.
 Skill in analyzing complex financial records.
 Skill in preparing complex spread sheets,
 Skill in understanding grants.
 Skill in concentrating on tasks despite distractions;
 Skill in organizing and presenting data to auditors.
 Skill in communicating ideas clearly and concisely, both orally and in writing to employees, other agencies, and the public.

Education, Experience, Certifications and Licenses Required:

Bachelor's degree in accounting, business, finance, or a related field; five (5) years progressively responsible accounting experience which includes three (3) years of supervisory experience; CPA Certification preferred, but not required; OR an equivalent combination of education, training, or experience which demonstrates the ability to perform the duties of the position.

YCIPTA require the successful completion of a background check and drug test prior to appointment. Must possess and maintain a valid driver's license.