METROLINK

JOB DESCRIPTION

Job Title: Assistant Director, Finance
Working Title: Assistant Director, Finance (Cash Management)
FLSA Status: Exempt
Salary Grade: 11B

PURPOSE OF POSITION

The Assistant Director, Finance, will assist executive management in planning, directing, organizing, and coordinating the programs of the Accounts Receivable and Cash Management Division within the Finance Department.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from Director or Executive level management.
- Responsible for managing and monitoring work performance of a team or department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Direct, manage, monitor, and evaluate the work and activities of assigned team.
- Participate in the development of policies and procedures to ensure compliance with established policies and procedures.
- Make recommendations for changes and improvements to existing standards and procedures.
- Serve as a trusted business partner to the CFO and the SCRRA leadership team and support the strategic vision.
- Monitor, assess, and address issues related to the assigned function across the Authority.
- Review Agency financials, project plans, staffing plans, and assignments.
- Participate in the preparation and administration of assigned departmental budget; submit recommendations and monitor expenditures.
- Manage internal and external reporting to comply with various applicable business, contractual, grant, and legal requirements.
- Assist with the financial audit process.
- Control and manage accurate accounting practices, financial analyses, and reporting.
- Participate in accounting closing processes.
- Coordinate financial processes with other SCRRA departments and external entities as required.
- Evaluate functionality of financial software and technology and make recommendations to ensure best use of systems.
- Define, monitor, and publish key performance indicators (KPI) that provide meaningful dashboards to assist management in making prudent business decisions.
- Prepare analytical and statistical reports on assigned project operations and activities.
- Monitor and evaluate departmental staff performance to establish training needs ensuring objectives and expectations are met, along with compliance of policies and procedures.
- Participate in various cross-functional committees, task forces, and professional group meetings within the Authority to address general accounting activities.
- Collaborate with Finance Department leadership and other departments to accomplish mutual organizational and departmental objectives.

- Facilitate collaboration and communication of departmental needs.
- Direct the preparation and processing of all Board items in relation to department goals and objectives, make public presentations, and prepare information as required for the Board and directed by executive level management, as needed.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in Accounting, Finance, or a related field.
- A minimum of eight (8) years of experience in accounting, auditing, finance, budget, or a related field, including experience in a public agency.
- A minimum of five (5) years of experience supervising a team in a finance department in an environment that uses grant funds and/or is an enterprise fund.
- A combination of training, with a minimum of an associate degree and/or experience that provides the required knowledge, skills, and abilities, may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

Preferred Qualifications

- Master's degree in Business Administration or Public Administration

Knowledge, Skills, and Abilities

Knowledge of:

- Generally Accepted Accounting Principles (GAAP), General Accounting Standards (GAS), Government Accounting Standards Board (GASB)
- Principles of management, supervision, training, and performance evaluation
- Principles and practices, and corresponding policies and procedures related to the assigned function
- SCRRA policies, rules, and procedures, in a public agency environment
- Cost principles of 2 CFR Part 200 and Federal Acquisition Regulation Part 31
- Applicable federal, state, and local regulations
- Capital budgeting and project management
- Best practices in banking, cash management, and investments of public agencies

Skilled In:

- Performing complex analysis and preparing concise and insightful summaries or reports
- Developing and implementing objectives, policies, procedures, work standards and internal controls
- Use of Microsoft Office and database software
- Use of Oracle or other financial software
- Reviewing, understanding, and administering contracts, memorandums of understanding, or cooperative agreements
- Using or deploying technology in innovative ways to accomplish department goals and objectives efficiently and effectively

Ability to:

- Lead, motivate, and mentor a strong, resilient team
- Exercise sound judgment and discretion
- Interact, collaborate, and build consensus with employees at all levels of the organization
- Provide expert and sound advice on organization-wide issues
- Communicate in an articulate, concise, and manner appropriate to your audience, allowing people to understand, accept or act on the guidance you provide

- Apply strong critical thinking skills to assess the quality and completeness of inputs and outputs, ensuring quality results
- Manage relationships and conflict smoothly, understanding the emotions and perspectives of others
- Prioritize, multitask, and meet deadlines

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position; such as computers, office equipment and work-related machinery
- Transport equipment or boxes up to 25lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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