

Regional Transit Job Announcement

2810 O Street, Sacramento CA 95816 916.556.0298 sacrt.com

Treasury Controller

Internal / External

Salary: \$95,328 - \$133,464 annually
(Plus Excellent Benefits)

Posting Date: July 6, 2017 (Thur)
Filing Deadline: July 19, 2017 (Wed)

SUPPLEMENTAL QUESTIONNAIRE IS REQUIRED AT THE TIME OF APPLICATION

BRIEF DESCRIPTION

The purpose of this position is to plan, direct and manage the activities and operations of the District's Finance Department. This is accomplished by developing and implementing financial processes, policies and procedures, internal controls and performance measures for the Finance Division, developing investment and debt strategies, negotiating fare and transfer agreements with external entities, developing funding strategies for special projects, coordinating financial activities with other District departments and outside agencies and providing direction and management to all areas of fiscal management and accounting.

ESSENTIAL FUNCTIONS

Direct and manage the daily operations of accounts payable, accounts receivable, payroll, general ledger, project accounting, grants billing, financial reporting, cash management, and treasury. Ensure compliance with all applicable financial regulations. Review and approve financial analysis and feasibility studies for District projects and programs. Complete financial review of all issue papers, identifying any potential financial issues. Develop, oversee and evaluate adherence to the District's internal control measures, SOPs, and policies. Troubleshoot and approve solutions on operational issues. Recommend and develop procedures and policies as needed. Plan, organize, and direct revenue activities. Analyze revenue collections and trends and prepare revenue forecasts. Meet with and provide financial reports to other District departments related to revenue estimates. Develop and implement systems and procedures to make collection and flow of revenues more efficient. Plan, recommend, and implement District-wide financial strategies and activities related to the administration of investment, financing, and banking/operational programs. Monitor financial trends, investment portfolios, economic conditions, and markets. Maintain District's investment policy to ensure compliance with federal, state and local rules, regulations and guidelines. Update the District's investment policy as needed by identifying new investment opportunities and considerations. Analyze past, present, and expected performance, cash flow projections, and investment strategies. Direct preparation of respective RFP's, selection process, and contracting of vendors. Initiate, review, and report investment and cash activities for the District Operating, Capital, and Pension Funds. Monitor investment actions to insure compliance with the Pension Plans' investment policy. Work with investment advisors and various investment strategies to balance risk and rewards associated with Public Sector investing. Evaluate and approve procurement and disposition of investment instruments. Direct preparation of reports summarizing current and forecasted financial position. Monitor performance and compliance of investment activities. Assist in providing Retirement Board member financial training. Manage and coordinate efforts related to preparation of various internal and external audits, prepare quarterly investment and grant reports. Prepare monthly internal District-wide financial statement, balance sheet, and income statement. Review internal budget to actual expense reports for trend analyses and compliance. Review and approve financial analyses on RFP respondents and pre-qualification of bidders. Review compliance with existing internal control policies and procedures. Implement suggested recommendations for internal control improvements. Evaluate operational internal control weakness and modify and create new procedures. Respond to internal/ external audit findings, report on status, and coordinate implementation. Oversee general priority of work requirements. Coordinate and direct assignments related to District finance, budget, accounting, revenue, and treasury requirements. Advise staff on various financial, accounting, and business practices. Provide training and development opportunities for staff. Provide leadership and direction to staff. Communicate and inform staff of policy and management issues, as necessary. Coordinate and participate in strategic planning with staff. Handle personnel conflicts and seek resolution, including discipline when necessary. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree or equivalent from an accredited college or university in Accounting, Finance, Business Administration, Public Administration or a related field.

Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

Experience: A minimum of five (5) years of progressively responsible experience in an accounting or finance department performing accounting, budgeting or finance activities including two (2) years of supervisory experience. Experience in a public agency and/or a transit agency is desirable.

Certification: Certified Public Accountant license in the State of California preferred.

Proof of required education beyond high school, such as college transcripts, diplomas, licenses and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire and proof of education, as outlined above, are required for this position. Applications, supplemental questionnaires, and job announcements are available at Human Resources, 2810 O Street, Sacramento, CA 95816, or through our website at sacrt.com.

Completed employment application, supplemental questionnaire and proof of education, as outlined above, must be submitted to the Human Resources department not later than Wednesday, July 19, 2017 at 5:00 p.m. RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. RT will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources department. The Human Resources department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources department at 916.556.0298.

**RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans.
(Supplemental Questionnaire on Reverse Side)**

Sacramento Regional Transit District Supplemental Questionnaire

Treasury Controller

Final Filing Date: Wednesday, July 19, 2017

The purpose of this Supplemental Questionnaire is to obtain additional job-related information to identify the most qualified applicants to continue in the selection process. Completion of this material is required and your responses must be submitted with your employment application by 5:00 p.m. on the final filing date. **Candidates who do not complete this Supplemental Questionnaire will be eliminated from further consideration.**

Please answer the following questions. Attach answers on a separate sheet of paper and number each item accordingly.

1. Describe your experience in each of the following areas. In your description for each area, include the name of the employer(s), your job title(s), the number of years/months in which you performed these duties and if this experience was in the public sector.
 - a. Preparing and presenting financial data to Boards, Commissions or other public agencies
 - b. Preparing internal control evaluations and/or developing internal control processes/procedures
 - c. Conducting agency risk assessments

2. Describe your experience in each of the following areas. In your description for each area, include the name of the employer(s), your job title(s), the number of years/months in which you performed these duties and if this experience was in the public sector.
 - a. Working with external auditors in preparing analyses and supporting documentation for audited financial statements
 - b. Investing and or auditing public funds and debt instruments
 - c. Developing long term financial forecast models and/or fiscal sustainability strategies