



# Brazos Transit District

## Job Description for Director of Finance, Grants & Reporting

The purpose of this job description is to communicate the responsibilities and duties associated with the position of Director of Finance, Grants & Reporting. The following information should be considered a comprehensive description of this position; it should also be noted that some responsibilities and duties might not be specifically addressed. Brazos Transit District fully expects every person to perform any reasonable task or request that is consistent with fulfilling company objectives. BTD recommends that all employees display an ongoing effort to familiarize themselves with the duties and responsibilities of those positions directly above and below their own.

<b>Job Title:</b>	Director of Finance, Grants & Reporting
<b>Supervisor:</b>	Deputy CEO/General Manager
<b>Location:</b>	2117 Nuches Lane, Bryan, Texas
<b>FLSA Status:</b>	Exempt
<b>Safety Status:</b>	Non-Safety Sensitive
<b>Job Brief:</b>	The job of Director of Finance, Grants & Reporting is responsible for all aspects of the financial operations for BTD. This includes ensuring all reporting and requests for reimbursements are prepared on a timely basis as well as participating in all monitoring and audits.

### Essential Functions

- Routinely prepare and present financial forecasts on the agency regarding future financial status, agency financial health and opportunities to leverage funds in both the public and private sectors for agency projects.
- Serve as chief liaison between the agency's bank and other financial institutions to include bonding authorities and other financing entities.
- Serve as liaison with FTA and TxDOT.
- Apply for grants funded through FTA, TxDOT, and other agencies.
- Compile and submit required reports for FTA, TxDOT, and other funding agencies.
- Maintain current inventory as required by state and federal agencies.
- Guides financial decisions by establishing, monitoring recommended and enforcing policies and procedures.
- Protects assets by establishing, monitoring and enforcing internal controls.
- Monitors and confirms financial condition by conducting audits; providing information to external auditors.
- Supervises the Accounting Office staff by coaching, counseling employees; planning, monitoring, and apprising job results; rotation of job functions with staff.
- Maintain financial system integrity.
- Protects operations by keeping financial information and plans confidential.
- Work with Deputy CEO/General Manager to develop annual budget.
- Prepare and present the budget to Deputy CEO/General Manager with preparation of final budget for presentation to the Board of Directors.
- Meeting all statutory, regulatory and financial requirements.
- Allocate costs among various funding sources.
- Supervise and submit monthly reimbursement requests and monthly and quarterly reports to funding sources by required date.
- Inform Deputy CEO/General Manager of all budgetary and financial matters.
- Assist in completing various proposals submitted to funding sources.

- Maintain record of fixed assets; inventory equipment.
- Meet with elected officials and community leaders, as requested by the Deputy CEO/General Manager.
- Inform Deputy CEO/General Manager of all matters associated with job duties or anything that could jeopardize the integrity of BTD.
- Continue professional development by participating in job related training such as CPA CEU's seminars, workshops, and conferences.
- Creates and manages budgets in BTD's accounting system.
- Oversees accounts payable.
- Manages all aspects of the general ledger, including reconciliation.
- Maintain and audit petty cash accounts.
- Responsible for third party sick pay, accounts receivable, cash receipts, daily cash balance, and NSF check maintenance.
- Prepares and balances financial reports.
- Prepares reports, charts, graphs, etc. for use in professional and public presentations.
- Prepares & processes all aspects of Payroll.
- Maintain Chart of Accounts.
- Prepares bank reconciliations and bank collateral.
- Prepares and submits requests for reimbursements to funding agencies.
- Schedules and works with the auditor for our annual independent audit.
- Participates with staff on all state and federal audits, reporting and monitoring.
- City, County, State and Federal billings and drawdowns.
- Creates and distributes W-2's and 1099's.
- Maintain and update BTD's accounting manual.
- Implements the DBE program and serves as the DBELO.
- Ensure that the DBE program operates efficiently.
- Administer/enforce all agency policies and procedures.
- Interact with peers on administrative/budget issues.

**Ability To:**

- Develop National Transit Database (NTD) reporting knowledge.
- Develop knowledge in grants management as it relates to compliance and reporting of government, corporate and foundation grants.
- Join the Government Finance Officers Association (GFOA).
- Exercise good judgment.
- Design and maintain financial spreadsheets and databases.
- Deal with problems constructively.
- Perform multiple tasks and meet deadlines.
- Maintain accurate records.
- Take direction and criticism in a professional manner.
- Work well independently, with another individual or in a group.

**EMERGENCY RESPONSE/RECOVERY ACTIVITIES** - All employees will be required to work before, during, or after an Emergency. During an Emergency, employees may temporarily be assigned to work and perform duties outside the normal scope of their position, location and work schedule to fit the needs of the County and its citizens.

**General**

- Maintain confidentiality of information and Professional Customer/Employee/Supervisor relations.
- Maintain the standards of BTD, including but not limited to the Drug & Alcohol, ADA, EEO, Title VI, Code of Conduct and safety policies and procedures.
- Ability to operate in a constant state of alertness and in a safe manner.
- Additional duties as assigned.
- May be assigned to work and perform duties outside the scope of the normal schedule to fit the needs

of BTD, including holidays and weekends.

## Education and Experience

- Bachelor degree preferred.
- Five years accounting experience, preferably in governmental accounting.

## Aptitudes Required

This job requires the following levels of aptitudes:

**Reasoning Development** - must be able to apply with common sense understanding to carry out instructions furnished in written or oral diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.

**Language** - must be at a level that would normally read at a rate of 120 to 215 words per minute. Must be able to write compound and complex sentences using employing adjectives. Must be able to speak clearly and distinctly with appropriate pauses and emphasis.

**Math Development** - must be able to understand and do algebra and geometry.

## Supervision Received

Supervision provided when necessary.

## Work Environment

Works in normal office environment. Occasional need for exposure to fumes, chemicals, solvents, etc. Rare need to work outdoors, in confined spaces, or exposed to extreme temperatures.

## Physical Requirements

- Have constant need (66% - 100% of time) for sitting, finger dexterity, and for typing or writing.
- Have occasional need (1% - 33% of time) for standing, walking, bending, stooping, squatting, grasping, gripping, or for driving or operating equipment.
- Have rare need (less than 1% of time) for climbing stairs, lying down, pushing/pulling, reaching above shoulders, or for climbing ladders.

## Lifting/Carrying

- Have frequent need (33% - 66% of time) to lift/carry under 10 pounds.
- Have occasional need (1% - 33% of time) to lift/carry 10-25 pounds.
- Have rare need (less than 1% of time) to lift/carry 26-150 pounds.

## Other

Ability to see details and to see beyond arm's length. Ability to hear and speak with other personnel to communicate effectively.

## Optimum Qualifications

The successful candidate must meet the aptitude requirements listed in this description. Candidate should have at a minimum good English communication, organizational skills, and be able to provide exceptional customer service. Candidate must be able to read and write English. Candidate must be able to interact with customers, vendors, and staff in a courteous, pleasant, and helpful manner. Candidate must be able to deal with individuals from diverse backgrounds and individuals with special needs. The employee must work well with other employees and take directions from their immediate supervisor. The employee must be able to work in a fast-paced environment and must have the ability to exercise good judgement and stay calm in emergency situations. Candidate must be available at least one Saturday per year for training purposes.

I have read, understand and agree to perform the duties as outlined in this job description.



Employee's signature

Date

Supervisor's signature

Date

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**Brazos Transit District**  
Applicant Acknowledgement

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I acknowledge that I have received a copy of the job description from the Director of Finance, Grants & Reporting for Brazos Transit District. I further acknowledge that I have read the job description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this job. Based on the information provided me on the job description, I hereby attest to the following:

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Yes \_\_\_\_\_

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No \_\_\_\_\_

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Other (Please explain):  
\_\_\_\_\_  
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Applicant Signature

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Date

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## Brazos Transit District

### Employee Acknowledgement

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I \_\_\_\_\_ acknowledge that I have received a copy of the job description for the Director of Finance, Grants & Reporting for Brazos Transit District. I further acknowledge that I have read the job description and have been given the opportunity to ask any questions I may have regarding the duties, both physical as well as mental for this job. Based on the information provided me on the job description, I hereby attest to the following:

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Yes \_\_\_\_\_

I can meet the minimum physical and mental requirements of the job as outlined on the job description.

No \_\_\_\_\_

Other (Please explain):  
  
  
  
  

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Employee Signature

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Date