



FINANCE MANAGER

SALEM AREA MASS TRANSIT DISTRICT

SALEM, OREGON

Salem is the second largest city and the capital of Oregon. Salem is conveniently located in the center of the Willamette Valley alongside the Willamette River, south of Portland and north of Eugene. The coast, mountains and central Oregon are all within a two-hour or less drive. The city is home to Willamette University, Corban University, and Chemeketa Community College. The State of Oregon is the largest public employer in the city, and Salem Health is the largest private employer.

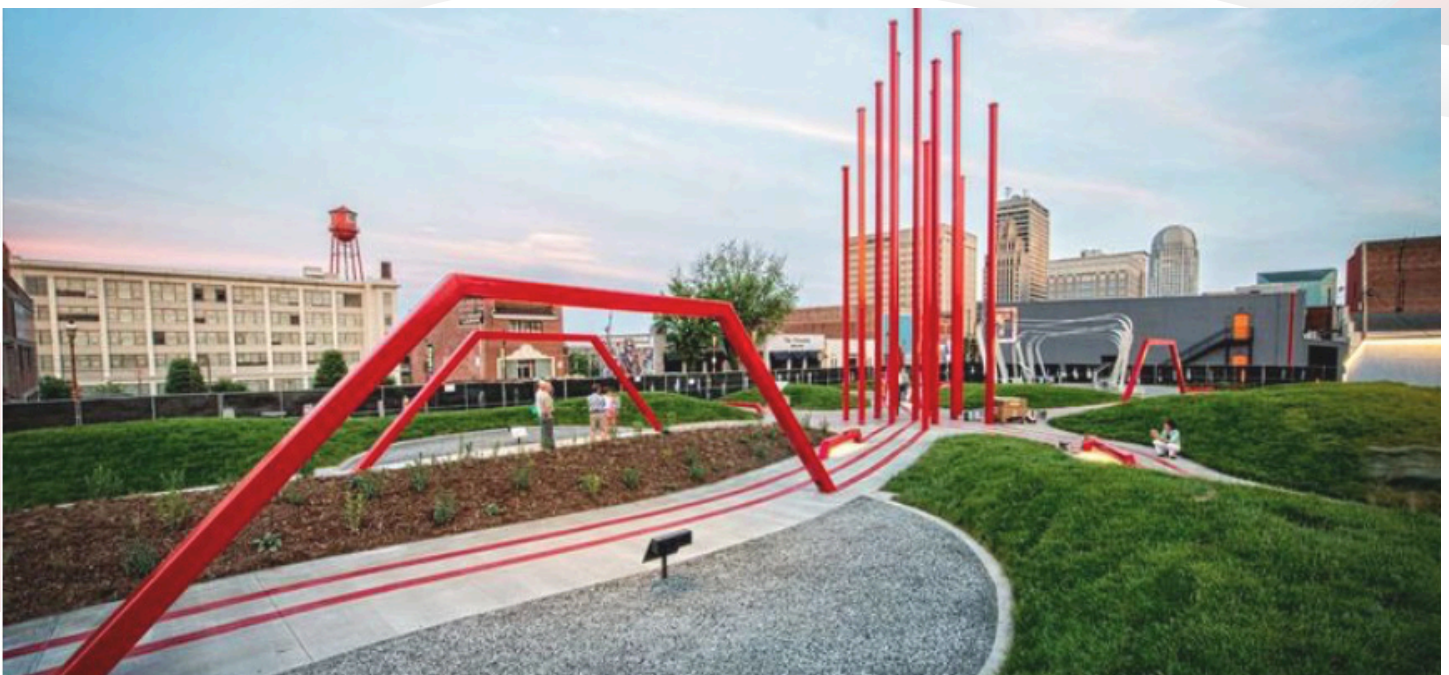
From May through October the Salem Saturday Market, located north of the Capitol, exhibits an emphasis on local products including crafts, baked goods, produce, meat, and other items. In addition to the Saturday Market, there is a Wednesday Farmers Market hosted downtown in Courthouse Square on the north block of the Cherriots transit center.

Cherriots is an integral part of the greater Salem-Keizer community and is committed to working

collaboratively with all citizens and stakeholders. Engaging with the community and remaining aware of the concerns and interests are important components of the Cherriots mission. Public transit is a significant opportunity to serve the community. This is a service that can improve people's lives.

BACKGROUND

Since 1979, the Salem Area Mass Transit District (Cherriots), has effectively served the transit needs of the greater Salem-Keizer areas connecting people to the places where they live, work, learn, shop, and recreate. As a municipal corporation, Cherriots provides fixed route, paratransit, regional, on-demand and rideshare services. Cherriots buses provide transportation throughout Marion and Polk counties with connections to other counties and cities. The well-maintained Cherriots fleet of 64 buses runs on clean diesel or compressed natural gas. Each is ADA accessible with front-load bike racks. In addition to the 64 fixed-route buses, Cherriots operates 15 regional buses, 45 paratransit vehicles,



five shop and ride vehicles and two on-demand service vehicles. People depend on Cherriots to meet their transportation needs and expect a safe, friendly and reliable experience with every ride.

The Salem Area Mass Transit District is governed by an elected (by districts) seven-member Board of Directors, who appoints a General Manager to lead the organization of approximately 200 employees. Cherriots' adopted 2017-2018 all funds fiscal budget is \$77,944,260 and includes a Capital Projects Fund of \$12,159,680, a Transportation Programs Fund of \$18,736,420, and Unappropriated and Reserve Funds of \$19,835,717. For additional information visit www.cherriots.org

FINANCE MANAGER

Reporting to the Director of Finance, the Finance Manager is responsible for the management of financial operations including: financial planning and analysis; budget preparation and control, full cycle accounting, procurement, grant administration; and inventory control.

The Finance manager supervises the work of accounting and finance division staff; assists the Director of Finance in the daily operations of the division; prepares and presents financial reports as required and requested; ensures the adequacies of internal controls; and makes sure that the division complies with all District policies; local, state, and federal laws and regulations and Generally Acceptable Accounting Principles (GAAP) and GASB Pronouncements. The Finance Manager also is responsible for the procurement and inventory control functions at the District.

IDEAL CANDIDATE

Cherriots is seeking a strong experienced accounting, budgeting and administrative professional with some management experience. Candidates should possess direct hands-on accounting and budgeting experience gained in a government finance organization, at the state, county, local or special district level with specific experience in enterprise fund budgeting, accounting and grants management being preferred. Candidates must possess strong technical accounting and budgeting skills. The selected individual must be a team player, detailed oriented, collaborative and possess good interpersonal and communications

skills. In addition to the required technical competencies, the Finance Manager must be able to assume other duties and responsibilities as part of the management team at Cherriots. Finally, the Finance Manager must possess outstanding character and integrity. For a complete job description, please visit www.thehawkinscompany.com.

APPLICATION PROCESS

Interested and qualified candidates for the Finance Manager position, should submit a letter of interest, outlining key relevant professional attributes, scope of experience, and current salary together with a detailed resume that includes size of organizational budgets, specific accounting responsibilities, and reporting relationships. Application materials should be sent electronically to daphne@thehawkinscompany.com Attention: Ms. Daphne Le Blanc, Partnering Consultant, The Hawkins Company, 8939 S. Sepulveda Blvd., #110-216. Los Angeles, CA 90045. For confidential inquiries please contact Daphne Le Blanc at 818-399-5787. Application materials received by November 10, 2017, will receive first consideration. Cherriots will offer a competitive compensation package to the selected individual depending on qualifications and experience. This position will remain opened until filled.

Cherriots is an Equal Opportunity Employer



Daphne Le Blanc, Partnering Consultant
THE HAWKINS COMPANY
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SALEM AREA MASS TRANSIT DISTRICT

JOB DESCRIPTION

JOB TITLE: FINANCE
MANAGER

DIVISION: ADMINISTRATION

DEPARTMENT: FINANCE

FLSA: EXEMPT

POSITION NUMBER: 270

JOB SUMMARY:

Responsible for management of the financial operations of the District to ensure legal compliance and effective resource management. Key areas of responsibility include financial planning and analysis; budget preparation and control, full cycle accounting, procurement, grant administration; and inventory control.

ESSENTIAL JOB FUNCTIONS:

Monitor District compliance with state and federal regulations relating to finance, budget preparation, procurement, and grants administration; develop and recommend financial policies that adhere to these regulations and sound financial practices; implement these policies once approved.

Develop and maintain full cycle accounting systems for all District revenues and expenses, including chart of accounts, general ledger, cash disbursements, accounts payable and receivable, and payroll.

Analyze District's future capital needs and fund requirements, and supervise the review and preparation of applications for federal grants or other financial assistance. Prepare and direct the District's annual budget process, including revenue and expenditure forecasts for budget preparation, establishment of budget procedures and schedule, and monitoring adopted budget; serve as the District's Budget Officer in the absence of the General Manager; administer the Finance and General Services budgets.

Coordinate the annual audit and prepare the District's Comprehensive Annual Financial Report.

Maintain all official accounting records in conformance with Oregon records retention and FTA requirements.

Hire, train, develop, and appraise staff effectively. Take corrective action as necessary on a timely basis and in accordance with District policy. Consult with Human Resources as appropriate.

Oversee the operation of the Department finance/payroll data processing system, and analyze and recommend data processing alternatives.

Oversee the District's Contract Management and Procurement program including systems to track and monitor activities and expenditures. Ensure that procurement activities are consistent with federal, state and district policies and mandates.

Control daily cash balances and deposits, and make investments in accordance with applicable state and federal laws, and District policy.

Develop scope of work for auditors for annual audit; assist auditors as requested during completion of the audit; prepare and submit electronically the National Transportation Database (NTD) monthly and annual reports to the Federal Transit Administration; coordinate activities involved in NTD audits; coordinate the gathering of materials needed for FTA triennial review; coordinate District responses following review.

Manage District fixed assets, facilities and inventory.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

Comprehensive knowledge of the principles, practices, and techniques of governmental accounting, budgeting and purchasing.

Extensive knowledge of local, state, and federal laws and regulations relating to public budgeting, accounting and auditing procedures.

Extensive knowledge of grant administration including application and management.

Extensive knowledge of administrative and management practices.

Extensive skill in leading and working constructively with subordinate staff, and effectively supervising staff.

Considerable skill in using automated data processing systems for accounting, finance and budgeting purposes.

Ability to communicate complex subjects and sensitive information, both orally and in writing, in a clear, concise, and logical manner at the level necessary to satisfactorily perform the duties of the position.

Ability to work in a management team approach to discuss and resolve District-wide, as well as Finance, policy issues.

Ability to effectively present information and respond to questions from staff, Board of Directors, community groups, other agencies, vendors, customers, and the general public.

Ability to interact with other employees, representatives of other agencies, vendors, and the general public using courtesy, tact, and good judgment.

Ability to maintain confidential information.

Ability to be self-starting and proactive.

Ability to produce quality work while meeting time and budget commitments.

Ability to perform job functions in a safe manner.

CERTIFICATION:

Certified Public Accountant preferred.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's Degree in finance, accounting, or public administration or related field and seven years of experience in accounting and finance with five years management and supervisory experience or a satisfactory equivalent combination of related experience and education or demonstrated leadership and problem-solving skills with a commitment to customer service are required. Experience in transit, special district or public-sector agency is desired.

WORKING CONDITIONS:

Duties are performed primarily in an office environment.

Must travel occasionally to attend meetings and conferences.

May occasionally have to drive or take the bus to perform position functions. If incumbent wishes to drive, incumbent must present District with valid Oregon Driver's License and must maintain driving record which demonstrates adherence to safety and traffic laws and regulations.

Job Description
Finance Manager

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The Hawkins Company, 8939 S. Sepulveda Blvd., #110-216. For confidential inquiries please contact Daphne Le Blanc at 818-399-5787. Application materials received by October 20, 2017, will receive first consideration. Cherriots will offer a competitive compensation package to the selected individual depending on qualifications and experience. This position will remain opened until filled.

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