

# RHODE ISLAND PUBLIC TRANSIT AUTHORITY

## POSITION DESCRIPTION

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**Job Title:** Director of Budget and Finance

**Date:** January 2019

**Department:** Finance

**Supercedes:** 5/4/2018

**Reports to:** Chief Security Officer

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### **Summary of Position:**

This is a senior management position responsible for providing leadership and coordination of the Authority's Financial and Budgetary operations. This position will direct the planning, development, and implementation of financial systems and techniques. This position is responsible for federal grants through their lifecycle that are critical to operations and capital expenditures. This position will manage financial controls such that all the financial and budgetary standards, processes, and reporting for the Authority internal practices are compliant with federal, state, and local standards and regulations in conjunction with the Director of Accounting. This position will work in partnership with the Office of Management and Budget.

This position is also responsible for the overall direction of the daily activities of the financial functions of the Authority; to direct the planning, development, and implementation of financial systems and techniques of the Authority's reporting and budgetary process; and to do related work as required.

### **Essential Duties and Responsibilities:**

- To be responsible for the overall direction of the day to day activities of the financial analysts; to direct the planning, development, and implementation of financial systems and techniques of the budgetary process;
- To analyze and determine the interface of federal and state laws and regulations affecting the planning and implementation of state government programs affecting the Authority, and to draft legislation regarding fiscal management;
- To oversee the application, approval, reporting and closure of federal grants. To work with FTA on issues as they arise, and ensure compliance with regulations as oversees by a Triennial Review.
- To report to the Board of Directors on budgetary and financial control issues, and oversee the financial reports approved by the Board;
- To oversee the fiscal stewardship of Division level resources; plan, coordinate, and communicate all of the Authority's financial activities;
- To work cooperatively and cross-functionally with the operating divisions within the Authority and be instrumental in the management and efficient implementation of key Authority initiatives;
- Provides reports to the CEO to be presented to the Board of Directors and jurisdictional agencies, attends meetings, hearings and other necessary functions to deal with and resolve financial problems on behalf of the Authority;
- Provides direction for the management of budget preparation and administration, personnel matters, and other administrative responsibilities of the Department;
- Meet with members of staff to discuss financial issues;
- Conducts special projects and duties as assigned by the CEO;
- Performs other related duties as assigned.

*The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.*

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Basic Knowledge:**

Must be a graduate of an accredited college or university with a Bachelor's degree from a college of recognized standing with a specialization in business administration, finance, or public administration. Must be highly organized, possess the ability to pay close attention to detail and work with frequent interruptions. Demonstrated managerial/leadership skills and problem solving/analytical capability. Must have excellent decision-making skills and the ability to effectively communicate both orally and in writing. Must possess excellent customer service skills and be advanced in Microsoft Office PC applications as well as the ability to quickly adapt to new computer programs as introduced to RIPTA.

**Experience:**

Such as may have been gained through: employment in a responsible management position involving responsibility for financial management including overseeing the preparation and presentation of large-scale budget such as for the State of Rhode Island. Exposure to managing federal grants is preferred.

**OR:** any combination of education and experience that shall be substantially equivalent to the above education and experience.

Consideration will be given to any combination of qualification requirements

**Supervisory Responsibility:**

Financial Analysts