



Job Description

**DEPARTMENT MANAGER
FINANCE**

**Position Code: E_F17
Salary Grade: A_E5**

SUMMARY

Under the direction of the Executive Director, provides high level financial, budgetary and administrative analysis and support of operations of the Anaheim Resort Transportation (ART) system. Responsible for all facets of financial and reporting functions.

REPRESENTATIVE DUTIES

This list is intended to indicate the general nature and level of work performed by employees within this classification and is not designed to be interpreted as an exhaustive listing of all tasks required of employees assigned to this job.

1. Maintain documented system of finance and accounting policies and procedures
2. Oversees administrative office operations
3. Manage outsourcing functions
4. Effectively maintain oversight of auditing and evaluating accounts, ledger entries and financial reports for the Board of Directors.
5. Forecast cash flow projections to ensure sufficient funds are available to meet ongoing operations to mitigate financial risks
6. Maintain banking relationships
7. Prepare and manage ATN's budget. Report on variances from the budget and assist with the formulation of the overall strategic direction of the organization
8. Manage capital budget process based on constraint analysis and discount cash flow analysis
9. Prepare financial reports
10. Lead annual financial audits through work with the independent auditing consultant (annual audited financial statements and Single A-133 audits)
11. Participate in the determination of company pricing in relation to services offered and rendered
12. Compile and report company metrics
13. Perform other duties as assigned
14. Develops and manages the department work plan and budget, and prepares budget reports and correspondence.
15. Conducts performance reviews with direct reports, as well as provide regular coaching, feedback, and guidance.



Job Description

**DEPARTMENT MANAGER
FINANCE**

**Position Code: A_F17
Salary Grade: A_S5**

QUALIFICATION GUIDE

Knowledge of:

- A Bachelor's degree in Accounting, Finance, or related field. MBA in Finance Management preferred
- Minimum three (3) years of progressive accounting and finance experience, including financial modeling and analysis
- Experience with budgeting and reporting, broad, advanced knowledge of general accepted accounting principles (GAAP), practices, and procedures
- Strong office and administrative and organizational skills
- Advanced/Expert Excel and QuickBook skills

Ability to:

- Communicate effectively at all levels and work collaboratively across lines of business and multi-functional team
- Act as a self-starter with a results-oriented approach; take ownership and initiative; have the persistence and resourcefulness to work through obstacles; energetic and enthusiastic; strong bias to action
- Knowledge of grant administration processes and transportation finance
- Understand sophisticated marketing analytics and segmentation priorities to determine unmet needs and to engage the organization around those opportunities accordingly.
- Understand changing market dynamics, translating them into actionable strategies to achieve company objectives.
- Build brands in the digital and social media age using best industry practices.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to a bachelor's degree with a minimum of approximately eight years progressively responsible experience in finance, accounting and/or grant management, five years of which are in management. Advanced degree is preferred.

WORKING CONDITIONS/PHYSICAL ACTIVITIES

(The physical demands described are representative of those that must be met by the employee to successfully perform the essential functions of this job. ATN provides reasonable accommodation to enable individuals with disabilities to perform the essential functions.)



Job Description

**DEPARTMENT MANAGER
FINANCE**

**Position Code: A_F17
Salary Grade: A_S5**

Positions in this class typically require:

- Work may be performed in a stressful, fast-paced office environment, depending upon assignment.
- Requires ability to understand verbal communication and to respond effectively.
- Positions in this class typically require: Reaching, Fingering, Grasping, Feeling, Talking, Hearing, Seeing, and Repetitive Motions in computer use.

SPECIAL REQUIREMENTS & CERTIFICATIONS

- Valid California Driver License. Pre-employment drug screening and background check is required.
- ATN is an equal opportunity & affirmative action employer.