



# EL DORADO TRANSIT



## **Recruitment - Finance Manager**

**Opens: 05/01/2024**

**Closing Date: 05/31/2024, 4:00 P.M.**

El Dorado County Transit Authority (El Dorado Transit) is accepting applications for Finance Manager. El Dorado Transit, based 50 miles east of Sacramento, provides directly operated rural and urban fixed route, commuter and paratransit public transportation.

El Dorado Transit is seeking a highly qualified Finance Manager to oversee and manage the financial operations of the agency. Reporting directly to the Executive Director, the Finance Manager will be responsible for leading a team and ensuring compliance with financial reporting standards, budget management, and cash flow optimizations.

### **Education and Experience Requirements:**

***Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:***

Equivalent to a bachelor's degree from an accredited four-year college or university in finance, accounting, business administration, or a related field, and six (6) years increasingly responsible professional financial program experience, including two (2) years in a management capacity. Thorough knowledge of government fiscal operations, budgetary principles, and financial reporting standards.

El Dorado County is rich in diverse communities, activities, and agricultural resources. Located in northern California, the county encompasses 1,805 square miles of rolling hills and mountainous terrain. El Dorado County Transit Authority provides public transportation on the western slope of El Dorado County under the authority of a Joint Powers Agreement between the County of El Dorado and the City of Placerville. US Highway 50 is the primary transportation corridor throughout the county and beyond. The climate, geography, agriculture, recreation, and historical richness make it a highly acclaimed destination and an outstanding place to work and live.



### **The Ideal Candidate**

The Finance Manager serves a critical role in the day-to-day financial administration of transit assets. The ideal candidate will possess exceptional leadership and communications skills, extensive financial management experience, and a commitment to excellence in fiscal operations.

A successful candidate will direct, plan, and manage El Dorado Transit's fiscal functions including financial reporting, general accounting, payroll, accounts payable and receivable, budget, and cash flow. This position assists in the development of fiscal policies, procedures, and priorities, coordinating the development and administration of annual budgets and monitoring expenditures. The Finance Manager participates in board meetings and presents reports on fiscal operations performance.

### **How to Apply**

Interested persons should submit a cover letter, resume, and answers to the supplemental questions, not exceeding two pages.

Please visit our website for complete job description and supplemental questions at:

[www.eldoradotransit.com/careers](http://www.eldoradotransit.com/careers)

### **Application Process**

Please submit complete application packet to:

Maria Harris, Human Resources Manager

6565 Commerce Way, Diamond Springs, CA 95619  
Phone: 530-642-5383 ext. 209 Fax: 530-642-3685  
Email: [mharris@eldoradotransit.com](mailto:mharris@eldoradotransit.com)

This recruitment closes on May 31, 2024, 4 P.M.

### **Compensation and Benefits**

The monthly salary range for the Finance Manager is:

\$7,213.87-\$9,667.28, 7 Steps

Management benefit package includes:

#### **Retirement**

California Public Employees Retirement System (PERS); employee contribution required.

#### **Insurance**

Health, dental, vision and life insurance programs provided. Employee contributions may be required depending on the programs selected.

Optional Benefit Plan - \$6,000 agency paid

#### **Leave Allowance**

Vacation and sick leave benefits provided  
12 holidays observed and 2 Floating Holidays

80 hours Management Leave

***Join El Dorado Transit's dedicated team and contribute to the efficient management of our fiscal operations!***



## **Finance Manager Supplemental Questionnaire**

(Please feel free to use another piece of paper for your answers)

- 1) How do you approach the coordination of an organization's annual budget development and administration? Can you provide an example of a time when you effectively worked with departments to determine and forecast funds needed for various expenditures or capital projects?**
- 2) In your experience, what strategies have you found most effective in managing grant funding to ensure proper accounting and compliance with grant terms and conditions? Can you share a specific instance where you successfully managed grant funding for an organization?**
- 3) What are some key differences between Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB), and how do they impact financial reporting in a public sector organization?**