South Central Regional Transit District
Director of Finance and Administration
Pay $95,000-$105,000 Entry Rate

Title	Director of Finance & Administration	**Code**	
Division		**Effective Date**	
Department	Finance	**Last Revised**	10/20/2026

GENERAL PURPOSE

The Director of Finance and Administration leads the District's finance, human resources, and assigned administrative functions. Reporting directly to the Executive Director, the Director supervises the Finance Officer and Human Resources Manager, strengthens financial accountability and personnel administration, and provides timely information for management and Board decisions.

The Director serves on the senior management team and supports reliable transit service through sound budgeting, cash management, workforce planning, and consistent administrative procedures. The position works closely with Grants, Capital Programs, Transportation, Fleet and Facilities, and the Executive Office.

SUPERVISION RECEIVED

Works under the general direction of the Executive Director

SUPERVISION EXERCISED

Finance Officer and Human Resources Manager

ESSENTIAL FUNCTIONS

- Lead preparation of the annual operating and capital budgets, multiyear financial forecasts, and budget amendments in coordination with department managers and the Executive Director.
- Oversee accounting, accounts payable and receivable, payroll accounting, bank reconciliations, cash flow, debt obligations, and financial reporting through the Finance Officer.
- Monitor budget performance, reimbursement receivables, member contributions, and other revenues; identify collection delays and recommend corrective action.
- Provide monthly financial reports and forecasts explaining significant variances, cash needs, funding risks, and recommended actions.
- Coordinate annual audits, financial reviews, and responses to findings; maintain records that support complete and accurate reporting.
- Maintain internal controls, segregation of duties, approval procedures, and safeguards for District funds and assets; promptly report significant discrepancies to the Executive Director.

GRANT FINANCIAL COORDINATION

- Work with the Grants Administrator and project managers to reconcile grant budgets, expenditures, reimbursement requests, local match, and project balances.
- Oversee financial documentation and cost allocation supporting federal, state, and local awards; ensure financial reports agree with accounting records.
- Support financial portions of grant applications, transit reporting, and oversight reviews while coordinating program requirements with the responsible departments.

HUMAN RESOURCES LEADERSHIP

- Supervise the Human Resources Manager and guide recruitment, onboarding, employee relations, compensation, benefits, performance evaluation, and employee development.
- Develop workforce and staffing plans with department managers, including succession planning and strategies to recruit and retain qualified employees.
- Recommend personnel policies and salary structures; oversee consistent implementation of approved policies and procedures.
- Coordinate personnel actions, investigations, grievances, and disciplinary recommendations with the Executive Director and legal counsel when appropriate.
- Oversee personnel records, benefits administration, leave tracking, and coordination between human resources and payroll; protect confidential employee information.
- Coordinate with Transportation, Safety, and other responsible staff on employment-related training, qualifications, and required employee programs.

ADMINISTRATION AND SENIOR LEADERSHIP

- Improve administrative workflows, written procedures, records retention, and the use of financial and human resources systems.
- Oversee assigned purchasing and contract administration processes, coordinating with Grants and project managers on funding requirements and required approvals.
- Coordinate insurance coverage, renewals, claims administration, and administrative risk management as assigned.
- Prepare staff reports, policy recommendations, and financial or personnel presentations for the Executive Director and Board of Directors.
- Set goals for direct reports, evaluate performance, resolve coordination issues, and develop staff capacity.
- Represent the District in assigned meetings with auditors, financial institutions, benefit providers, funding agencies, and other administrative partners.

AUHORITY AND ACCOUNTABILITY

Exercise authority delegated by the Executive Director and established in District policies. Recommend budget, staffing, compensation, and policy changes for approval. Maintain separation between transaction preparation, authorization, payment, and reconciliation wherever practicable. Elevate significant financial, personnel, and compliance concerns promptly.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in accounting, finance, business administration, public administration, human resources, or a closely related field.
- At least seven years of progressively responsible experience in finance or administration, including at least three years supervising professional staff or managing a department.

- Demonstrated experience in budgeting, accounting oversight, financial reporting, internal controls, and personnel administration. An equivalent combination of relevant education and experience may be considered.

PREFERRED QUALIFICATIONS

- Experience with a public transit agency, local government, special district, or other publicly funded organization.
- Experience with federal and state grant accounting, reimbursement processes, cost allocation, audits, and operating and capital budgets.
- Experience overseeing both finance and human resources functions, including compensation, benefits, employee relations, and workforce planning.
- Master's degree or relevant professional credential, such as CPA, CGFM, SHRM CP, or SHRM SCP.
- Ability to communicate in English and Spanish.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong financial analysis, forecasting, problem-solving, and judgment; ability to translate financial information into clear management recommendations.
- Ability to supervise specialists across finance and human resources, establish priorities, and meet competing deadlines.
- Working knowledge of public sector accounting, payroll, purchasing, personnel practices, and grant financial administration.
- Proficiency with accounting and human resources systems, spreadsheets, and management reporting tools.
- Ability to maintain confidentiality, handle sensitive matters impartially, and communicate effectively with staff, officials, and external partners.

PERFORMANCE AND EXPECTATIONS

Success is measured by timely and accurate financial reporting; reliable cash and reimbursement tracking; effective audit follow through and internal controls; consistent personnel administration; timely recruitment and performance reviews; and clear recommendations that support District decisions.

This description identifies the principal responsibilities of the position. The Executive Director may assign other related duties consistent with its senior management role.

CLASSIFICATION:

- Not a Safety Sensitive Position

WORK ENVIRONMENT

Employee works in a typical office setting with typical climate controls. Tasks require a variety of physical activities such as sitting for long periods of time, walking, standing, bending, twisting, stooping, sitting, reaching, and lifting which may involve moderate physical demands. Job functions normally require talking, hearing, and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Work is performed in an office setting with exposure to typical computer visual and auditory input/output (VDT's and CRT's). Requires sitting for long periods of time. Must be able to lift 25 pounds. Attendance at evening meetings and overtime

work may be required.

PROFESSIONAL STANDARDS AND VALUES

At South Central Regional Transportation District, we offer services as a team of respectful, qualified professionals. Our customers come first. They are our neighbors. We believe that the following Professional Standards are crucial for you to embody if we are going to be a match as employer and employee.

ADA/EEO COMPLIANCE

The South Central Regional Transit District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, SCRTD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

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Employee Name

_____ _____

Employee Signature Date