



**Director of Financial Services**

*Exempt*

Full-Time

Job Description as of 7.2018

**Hours:** Monday - Friday

**Benefits:** Full time benefits apply

***Responsibilities:***

Under the guidance of the Chief Executive Officer, the Director of Financial Services ensures legal and regulatory compliance for all accounting, financial reporting and human resources functions for Virginia Regional Transit and its' affiliates; Virginia Rides and Regional Transit Management Systems. This employee must have a commitment to Virginia Regional Transit's vision, mission and goals.

***Essential Functions:***

- Treasury functions to include banking and financial relationships and federal, state and local taxes
- Supervise all functions of accounting relations with customer and vendor contacts
- Chief Accounting Officer
- Ensure the agency's fiscal responsibilities are met in compliance with federal, state and local regulations
- Develop the agency's annual budget and allocation of costs schedules
- Coordinate all compliance audits
- Serve as a direct contact for all internal and external audit requirements
- Create the operating analysis report on a monthly basis
- Prepare Board of Director Reports
- Prepare and supervise grant applications, grant budgets, grant billings and grant reports
- Coordinate the preparation of external financial reports
- Internal audit responsibilities including review of accounting and administrative controls
- Assist in the development and implementation of goals, policies and procedures relating to financial management, budgeting, accounting and payroll
- Annually reviews, recommends revisions and implements the company's policies, procedures and practices on personnel matters
- Reviews, recommends revisions and administers the company's compensation program
- Coordinates and oversees the payroll and human resources systems
- Reviews, recommends revisions and administers the employee benefit program including, but not limited to health, dental, health reimbursement arrangement, and 403(b) retirement plan
- Prepares and files the EEO-1 report, 5500 forms, ACA forms

***Secondary Functions:***

- Other duties as assigned
- Some overnight travel may be required

***Education/Training:***

Possession of a Bachelor's degree in Accounting, plus 5 years of experience that includes supervision of three or more employees. Preference will be given for experience in federal and state grants. Experience in human resources is a definite plus. Any equivalent combination of education and experience that indicates the ability to perform the job.

***Knowledge, Skills and Ability:***

Proficient in Windows, and all Microsoft Office programs. Peachtree experience is desired. Must be able to organize, present and explain data in a concise complete manner to groups and individuals. Must be able to work well independently and as part of a team. This position is a confidential high level management position. Must be professional, upbeat, dependable, and take initiative.

***Physical Demands/Work Environment:***

As a normal function of the job, the employees periodically kneel, push, grasp, pull, bend, walk for short distances, and climb entrance steps. The employee occasionally works in extreme outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The employee must occasionally lift and/or move up to 50 pounds. The employee will be moving, storing and researching stored records.