

**POSITION: FINANCE & ADMINISTRATION MANAGER**

**LOCATION:** WETA Office – San Francisco, CA

**CLASS CODE:** Exempt

**DATE POSTED:** August 6, 2020

**CLOSING DATE:** Open Until Filled

**OPENING(S):** 1 Position

**APPLICATION PROCESS:**

Please mail or email cover letter, resume and the required application to:

San Francisco Bay Area Water Emergency Transportation Authority  
Attn: Human Resources/Finance & Admin Manager  
9 Pier, Suite 111  
San Francisco, CA 94111

[EmploymentApplications@watertransit.org](mailto:EmploymentApplications@watertransit.org)  
Subject: Finance & Administration Manager

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN REJECTION OF YOUR APPLICATION.**

**THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:**

- Cover Letter
- Resume
- Employment Application  
(available at <https://weta.sanfranciscobayferry.com/employment>)

Operating under the brand San Francisco Bay Ferry (SFBF), the San Francisco Bay Area Water Emergency Transportation Authority (WETA) carries approximately 3 million passengers per year on 5 routes serving the cities of Alameda, Oakland, San Francisco, South San Francisco, Vallejo, and Richmond. WETA contracts with a private sector contractor to operate and maintain its current fleet of 15 passenger-only vessels. A description of SFBF services and operations is available at [www.sanfranciscobayferry.com](http://www.sanfranciscobayferry.com).

**JOB DESCRIPTION**

Under general direction of the Executive Director, this position plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Finance and Administrative Services Division, including general accounting activities, budget development and oversight, financial reporting, cash accountability and controls, human resources programs, information technology, and grant coordination, program accounting and management; coordinates assigned activities with other WETA divisions, officials, outside agencies, and the public; fosters cooperative working relationships among WETA divisions and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Executive Director in areas of expertise; and performs related work as required.

**PRIMARY RESPONSIBILITIES**

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the division.
- Manages, directs, and develops WETA's annual operating and capital budget, develops and manages financial plans and strategies for funding WETA's capital and operating projects; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; oversees and reports on the agency's financial status to the Board of Directors monthly.
- Oversees, plans, and monitors all accounting activities to ensure accuracy; prepares monthly and annual financial statements; oversees capital project accounting and invoicing for reimbursements; and acts as the primary contact to WETA's funding partners.
- Oversees grant program activities such as developing grant programming and application materials, determining project eligibility, determining local match sources and availability; prepares and presents Board memoranda related to grant items; prepares grant amendment requests and project/program status reports for funding partners; administers grant contracts and agreements including developing grant contract documents, reviewing, interpreting and administering grant rules, regulations and requirements, and preparing and submitting federal, state, regional and local financial and operating reports as required.
- Oversees the collection of information and preparation of audit schedules for WETA's annual financial and compliance audits; acts as the primary contact to WETA's external auditors; coordinates and supports granting agency reviews and audits.
- Develops and implements adopted human resources services strategic plans, policies, and standards; directs comprehensive classification, job evaluation, compensation and benefits administration activities; directs Workers' Compensation program, evaluates return-to-work options and ensures compliance with mandated requirements; directs recruitment and selection activities; and confers with Executive Director and WETA Board regarding major human resource, equal employment, or employee relations activities or problems.
- Directs oversees WETA's information technology program; ensures that staff coordinate needed services with internal divisions and contracted services.
- Selects, trains, motivates, and directs division personnel; evaluates and reviews work for acceptability and conformance with WETA standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in finance, human resources, public administration, and other services as they relate to the area of assignment.
- Monitors changes in laws, regulations, and technology that may affect WETA operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Executive Director.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

**DESIRED KNOWLEDGE AND SKILLS**

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Public agency budget development, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.  
Principles and practices of public agency administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs.
- Principles, practices and techniques of public human resources administration, including recruitment and selection, equal employment, classification, compensation, benefits and workers compensation administration, and employee training and development.
- Methods and techniques of interpreting and explaining complex regulations to internal and external stakeholders.
- Methods and techniques for the development of presentations, contract negotiations, and business correspondence.
- Research and reporting methods, techniques, and procedures.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and WETA staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Effectively administer special projects and contractual agreements and ensure compliance with stipulations.
- Conduct effective negotiations and effectively represent WETA in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS**

**Education:**

A bachelor's degree from an accredited college or university with major work in public administration, business administration, public finance, or a closely related field. A master's degree in a closely related field or a CPA is preferred.

**Experience:**

Seven (7) years increasingly responsible professional finance and accounting program experience including budget and financial administration, two (2) years of which should be in a management capacity. Administrative experience in a transit agency of equal or greater size in terms of service delivery is preferred. Experience and familiarity with Federal Transit Administration and other transportation-specific grant requirements would be a plus.

**License(s) and Certificate(s):**

Possession of a valid California Driver's License and a satisfactory driving record.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to typical office conditions.