

LEWIS COUNTY TRANSIT

Job Description: Senior Finance Analyst

FLSA STATUS:	Exempt
REPORTS TO:	Executive Director
WAGE CLASSIFICATION:	
CDL STATUS:	Non-CDL
TESTING STATUS:	Non-Safety sensitive; subject to FTA drug & alcohol testing program
UNION MEMBERSHIP:	Non-represented
TELECOMMUTE ELIGIBLE:	Possibly
LAST REVISION:	

Summary/Objective

The Senior Finance Analyst-The Senior Finance Analyst is responsible for the agency's accounting, budgeting, financial reporting, and procurement functions. Reporting to the Executive Director, this role ensures the organization's financial integrity, regulatory compliance, and long-term fiscal stability.

As a member of the senior management team, the Senior Finance Analyst provides financial leadership, analysis, and guidance that support informed decision-making and advance the agency's strategic goals. This position works closely with executive leadership, department heads, auditors, grantors, and external partners to manage public funds responsibly while supporting the operational and capital needs of a public transit organization.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Financial Management

- Assists the Executive Director in planning, organizing, and developing department goals, objectives, and systems related to the financial health of the organization.
- Oversees a series of financial controls and procedures for agency accounting policies.
- Provides financial analysis and recommends financial benchmarks that will be used to measure the agency's performance. Provides relevant financial information using metrics, analytics, and data dashboards.
- Manages the maintenance of corporate checking accounts and credit cards.
- Maintains all official accounting records in conformance with accepted government accounting principles.
- Consults with Lewis County Transit's external accountant and/or the State Auditor's Office on matters relating to accounting and financial recordkeeping.

- Responsible for the various ledgers, including cash disbursements, cash receipts, accounts payable, month-end payroll summary, accounts receivable summary, and journal entries to adjust the general ledger.
- Assists Executive Director in managing vendor and intergovernmental contracts/agreements in accordance with agency procurement policies.
- Facilitates payment of vendors, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies.
- Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed.
- Ensures that recurring bills are paid timely using agency credit card or ACH transfer payment methods.
- Receives and verifies credit card reports; reconciles expenses with account balances.
- Communicates with employees regarding agency credit card receipt reconciliation.
- Enters, maintains, and/or processes information in the payroll system; information may include employees' hourly rates, salaries, commissions, bonuses or other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
- Ensures proper processing of payroll deductions for taxes, benefits, and other deductions.
- Issues, or reissues, physical or replacement checks or direct deposits due to payroll errors or final discharge.
- Records and processes federal and state payroll tax deposits.
- Meets regularly with department heads and provides budget vs actual reports. Brings proposed budget line-item adjustments to the Executive Director for review and approval.

- Prepares invoices for monthly Dial-a-Ride service agreements and/or fleet advertising.
- Ensures that revenues from EV Charging, Stripe, and other forms of electronic payment are timely entered into the accounting system.
- Conducts periodic audits of budget items.
- Research and recommend finance and related policy and procedure updates to adhere to changing law or best practices.
- Participates with the Executive Director in the preparation of the annual budget and forecasts; reports significant budget differences to leadership.
- Partners with department leaders to project annual budget impacts.
- Assists with research and applications for potential state and federal grants based on operational and capital needs. Evaluates feasibility and partners with Executive Director to determine which grant applications align with strategic plan.
- Analyzes grant completion financial requirements prior to grant submission and receiving grant payments.

- **Reporting**
- Works with the Executive Director to submit monthly or quarterly progress reports according to the specifications of each grant agreement.
- Prepares and submits grant reimbursement requests on a monthly or quarterly basis.
 - Compiles documentation, including invoices, copies of warrants, and vendor contracts, to support each expenditure claimed.
 - Summarizes ridership data and supplemental information requested by grantor.

- Prepares and submits an invoice of total expenditures claimed for reimbursement.
- Prepares fiscal estimates, fiscal reports, and financial statements in a timely fashion.
- Coordinates and reviews the work of the external accounting firm in compiling financial statements, notes, and required schedules for the State Auditor Annual Report.
- Works with external auditors and provides needed information for the annual audits.
- Ensures that required payroll reports are submitted accurately and timely on a monthly, quarterly, or annual basis.
 - Form 941 Employer's Quarterly Federal Tax Return
 - Employment Security Paid Family and Medical Leave Report
 - Employment Security Unemployment Insurance Report
 - Labor & Industries Workers' Compensation Report
 - Annual Form W-2
- Prepares annual Form 1099's for qualifying vendors.
- Assists with preparation of required reports such as
 - Management Discussion & Analysis as part of the State Auditor Annual Report
 - Annual Asset Inventory
 - National Transit Database
 - Transit Asset Management Plan
 - Summary of Public Transportation
 - Transit Development Plan
 - Department of Revenue Annual Excise & Use Tax Return
 - Annual renewal in the System for Award Management (SAM)

Procurement Management

- Works with the staff to prepare Requests for Proposals and Invitations to Bid in accordance with the organization's procurement policies and state/federal requirements.
- Serves on the evaluation committee to review submitted proposals and bids and select the successful vendor.
- Provides support to the staff for capital asset projects, ensuring that the organization's goals, budget, and timelines are being met.

Organizational Support

- Responds to insurance requests and initiates claims in the event of an accident/incident.
- Serve as a key member of the senior management team, contributing to agency-wide policy development and ensuring departmental alignment with the organization's vision, goals, and objectives.
- Attend, lead, and actively participate in agency meetings; serve on committees as needed, representing the agency and delivering presentations at meetings, conferences, and industry events.
- Collaborate effectively as part of the Executive Staff, providing strategic input on decisions that impact the organization as a whole.
- Projects a positive image of the organization to employees, customers, industry, and community.
- Participates in the development and communication of the organization's strategic plan.
- Participates with the Executive Director and other authorized staff in union negotiations
- Assists Executive Director with agency legal matters as assigned.

Required Skills/Abilities

- Excellent technology skills and financial aptitude and experience. Must be reliable, extremely trustworthy, and respectful of confidential information.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Working knowledge of governmental applicable financial practices and procedures, as well as a thorough understanding of state and federal rules and regulations.
- Ability to create and manage agency budgets.
- Proficient in Microsoft Office Suite, accounting software, and other agency technologies and software.

Supervisory Responsibilities

- Supervises assigned staff, if any.
 - Approves hours
 - Provides direction
 - Assigns tasks
 - Develops projects and individual goals
 - Provides ongoing training and development
 - Communicates overall agency vision and mission to ensure tasks are in line with meeting organizational objectives
- Hires and trains new employees as assigned.
- Organizes and oversees the schedules and work of assigned staff.
- Conducts performance evaluations that are timely and objective of assigned staff.
- Monitors all department budgets.

Work Environment

Work is typically performed sitting at a computer desk. Workdays and hours are subject to need and availability to ensure operational coverage throughout the work week. However, daily demands of the transit system may require occasional early arrivals, late departures, extended hours, as well as weekend or holiday work.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. As necessary, a physical abilities assessment may be conducted to determine the capabilities of the employee.

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to access and navigate transit facilities and buses.
- Must be able to stand for long periods of time, at community events.
- Lift up to 20 pounds.

Travel Required

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Required Education and Experience

- High School diploma required.
- Associate degree in Accounting, Finance, Business Administration, or a closely related field preferred. Two years of financial, accounting, bookkeeping, or equivalent experience in finance with a similar organization or with a major CPA firm.

Preferred Education and Experience

- CPA designation highly preferred.
- Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field preferred.
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- Equivalent combination of education, training, and progressively responsible experience in accounting, finance, budgeting, or a related field may substitute for the preferred degree.
- Demonstrated experience performing complex financial analysis, accounting, budgeting, financial reporting, or related fiscal functions.
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Probationary Period

Probationary period applies until 6 months after hire date.

EEO Statement

Lewis County Transit provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Other Duties

Please note this job description may not contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Executive Director _____ Date _____

HR _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____