



TRI DELTA TRANSIT Opportunity

DIRECTOR OF FINANCE AND ACCOUNTING

Eastern Contra Costa Transit Authority (ECCTA), operating as Tri Delta Transit, was formed in the San Francisco Bay Area in 1976 as a Joint Powers Agency (JPA). As an essential service, Tri Delta Transit has provided public transportation to the communities we serve ever since.

The agency is centrally located 40 miles east of San Francisco, one hour south of the Napa Valley Wine Country, and approximately one hour from three major airports. This beautiful area is comprised of 65 national and local parks, thriving sport and recreational waterways, hiking and biking trails, historic downtowns, along with art and culture centers. A career with Tri Delta Transit provides a rare opportunity to live and work locally, as eastern Contra Costa County is the chosen Bay Area location to raise a family due to the schools and reasonable housing prices.

Currently Tri Delta Transit has an annual budget of \$41 million. Tri Delta Transit has provided, at times, nearly two million trips a year to a population of approximately 315,000 residents in the 225 square miles of eastern Contra Costa County. The agency operates 16 fixed-routes on weekdays, six on weekends, senior and paratransit services, non-emergency medical transportation (NEMT), and an on-demand shuttle service, known as "Tri MyRide". Tri Delta Transit operates maintenance in-house, but contracts with Transdev for the operation of the transportation fleet.

As one of the 27 public agencies in the Bay Area, Tri Delta Transit has a long standing focus on providing innovative integrated mobility options and of meeting the needs of the riders served. Tri Delta Transit will continue to move transportation into the future.

**BE ON THE ROAD
TO A GREAT NEW CAREER!**



Director of Finance and Accounting

Salary Range: \$121,664 - \$219,374 DOQ

SUMMARY

The Director of Finance and Accounting provides strategic financial leadership, ensures regulatory compliance, manages financial risks, and supports the agency's mission through sound fiscal planning and management.

ESSENTIAL DUTIES

Under the direction of the CEO:

- **Strategic Planning:** Develop and implement TDT's financial strategy. This includes short-term and long-term strategic planning and forecasting, risk management, and investment strategies. Demonstrates a deep understanding of business management, government, strategic thinking, and organizational leadership.
- **Financial Management:** Manage TDT's financial operations, including budgeting, forecasting, investments, accounting, grant financial administration, insurance, risk management and auditing. Ensure that the financial transactions, policies, and procedures meet TDT's short and long-term objectives and are conducted in accordance with regulations, accounting principles, and standards. Prepare the annual operating and capital budgets. Ensure fiduciary responsibilities are met in compliance with federal and state policies, regulations, and statutes, including quarterly and annual grant reporting. Lead the preparation and response to state and federal audits and triennial reviews.
- **Financial Reporting:** Oversee the preparation and communication of monthly, quarterly and annual financial statements and reports. Provide regular briefings to the CEO, Board of Directors, and other key stakeholders. Ensure timely reporting of key financial data to funding agencies (e.g., the Federal Transit Administration, California Department of Transportation, the Metropolitan Transportation Commission.)
- **Leadership and Performance:** Direct the Finance Department and ensure their ongoing professional development and training. Participate in key decisions as a member of the executive management team. Manage and be responsible for evaluating the performance of the following positions:
 - A/P and Payroll Associate
 - A/R Associate
- **Compliance:** Ensure legal and regulatory compliance regarding all financial and grant administration functions. This includes compliance with local, state, and federal regulations.

Director of Finance and Accounting

MINIMUM QUALIFICATIONS

EDUCATION:

Bachelor's degree in accounting, economics, business management or similar discipline. Experience may be substituted on a year-for-year basis.

EXPERIENCE:

- Progressively responsible financial management at small to medium sized organizations, with at least part of the experience being with a public or non-profit agency.
- Experience in making presentations to boards and public bodies desired. Experience in the mass transit industry is desirable.

KNOWLEDGE AND SKILLS:

- Strong leadership and team management skills.
- Excellent communication and interpersonal abilities.
- Proficiency in financial software including QuickBooks, Excel, Outlook, and Word. Ability to motivate and manage a small staff.
- Deep understanding of financial, fiscal, and budgetary systems. Maintain up-to-date knowledge of GASB standards and provide training or guidance to finance staff as needed.
- Strong organizational skills and attention to detail.
- Ability to work collaboratively across departments in a dynamic environment.



Director of Finance and Accounting

EXAMPLES OF DUTIES:

- Advise the CEO and senior management on financial planning and risk management.
- Monitor budget performance and recommend adjustments to maintain financial stability.
- Execute fund transfers and ensure effective internal cash controls.
- Ensure compliance with federal and state financial regulations, including grant requirements.
- Lead or support the adoption of new GASB pronouncements, including updating internal policies, procedures, and financial reporting formats.
- Lead the preparation for and response to annual financial audit, state and federal audits and triennial reviews.
- Plan and manage cash flow to meet operational needs.
- Oversee investment activities and maintain relationships with financial institutions.
- Provide financial advice to the CEO, Board of Directors, and senior management
- Represent ECCTA at public meetings and serve as liaison to other transportation agencies and committees.
- Maintain and update accounting software, electronic timekeeping software and manage credit card terminals.

Director of Finance and Accounting



**Find a summary of our
generous benefits package below.**

To be considered for this opportunity, submit your resume and cover letter electronically [here](#), to HR@eccta.org.

APPLICATION DEADLINE:

This position will remain open until filled.

Confidential inquiries should be directed to Human Resources by calling 1-925-754-6622.



TRI DELTA TRANSIT

801 Wilbur Avenue
Antioch, CA 94509
1-925-754-6622
www.trideltatransit.com

ECCTA is an equal
opportunity/access/
affirmative action/
pro-disabled and
veteran employer.



BENEFIT	WHEN ELIGIBLE	COST	HIGHLIGHTS
Medical Insurance	First day of the month following 60 days of employment	100% Employer paid for Kaiser plan for employee & eligible dependents. Employee pays premium difference for other plans.	<ul style="list-style-type: none"> Comprehensive coverage through California Choice company.
Dental Insurance	First day of the month following 60 days of employment	Employer paid	<ul style="list-style-type: none"> Comprehensive coverage through Best Life plan.
Vision Insurance	First day of the month following 60 days of employment	Employer paid	<ul style="list-style-type: none"> Comprehensive coverage through VSP plan.
Life Insurance	After 6 months	Employer paid	<ul style="list-style-type: none"> 1x annual base pay
Long Term Disability	After 6 months	Employer paid	<ul style="list-style-type: none"> Includes short term disability coverage
Holidays (11)	Immediately	Employer paid	<ul style="list-style-type: none"> Actual/Observed
Paid Time Off	After 90 days	Employer paid	<ul style="list-style-type: none"> Hire date to 5 years of service- 8.63 hours earned/pay period. Hours increase every five years of service.
State Disability Insurance	After 6 months	Employer paid	<ul style="list-style-type: none"> Employee portion paid
Workers' Compensation	Immediately	Employer paid	<ul style="list-style-type: none"> Automatically
Retirement Savings Plan	After 6 months	4% Employee contribution/ 12% Employer contribution. ECCTA contribution amount increases every ten years of service.	<ul style="list-style-type: none"> Can contribute up to IRS maximum Income tax advantages Choice of investment options Will accept rollover contributions from a qualified plan

NOTE: All original appointments to regular full-time positions shall be tentative and subject to an initial probationary period of six (6) months.

Descriptions of these plans do not include the important legal definitions or limitations that are in plan documents or plan contracts governing your benefits. Therefore, this summary does not replace those legal documents and in case of conflict, those legal documents govern your benefits. Since further conditions affecting Tri Delta Transit cannot be foreseen, Tri Delta Transit reserves the right to amend or terminate the plans at any time, subject to notice. Although any change in a plan or the termination of a plan will not affect the benefits paid to plan members before the date the plan was changed or ended, such change may result in reduced levels of benefits or benefit coverage, after the effective date of any such change.