



JOB TITLE:	AUDITOR-CONTROLLER	DIVISION:	DISTRICT - FINANCE
REPORTS TO:	BOARD OF DIRECTORS & GENERAL MANAGER	EEO CATEGORY:	01 - EXECUTIVE
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Subject to administrative approval, serves as Auditor and Chief Accounting Officer for the District in carrying out fiscal responsibilities required of the District by applicable laws and other regulations; plans, organizes and directs the financial record-keeping, reporting and auditing of district activities; performs related duties as required. This classification exercises a maximum degree of initiative, judgement and analytical skill in formulating, coordinating and executing fiscal and financial policy, programs and procedures within the limits of Board policy and legal provisions. Responsibilities include continual responsible contact with Board and Committee members, representatives of outside agencies and the general public to respond to inquiries and to interpret financial and fiscal policies; directing the preparation and review of specialized and complex reports and documents related to fiscal activities of the District.

Essential Responsibilities

- Advises the General Manager and other District officers and managers on the financial consequences of District activities; assists in the formulation and recommendations of District, administrative and financial policies.
- Reports to the Finance/Auditing Committee and Board of Directors the financial condition and results of operations of the District, including a detailed reporting of recommended expenditures and reserve fund investments.
- Responsible for the preparation of periodic financial statements, reporting the activities of the District and special financial reporting as required by the Board of Directors for long-range financial projections for the District.
- Establishes procedures and implements policy for District accounting, auditing and budgetary systems in accordance with good accounting practice and legislative requirements.
- Directs, through subordinate supervisory personnel, the activities of accounting, payroll, data processing, internal auditing and investment administration of the Auditor/Controller's Office.
- Makes District policy response to public requests for District financial information and determines that all financial aspects of Board resolutions and contracts are followed in accordance with legal and regulatory provisions.



- Directs and coordinates preparation of the annual District budget and cost- benefit studies for the Bridge, Bus and Ferry divisions.
- Directs and coordinates preparation of special and financial reports for the District, such as Federal operating assistance grants, State Transportation Development Act grants and annual financial reports to the State Controller.
- Responsible for financial aspects of the FTA capital and operating grant program, including periodic reporting function and disbursement and requisition procedures under these grants.
- Acts as custodian of employees' loan fund and is a member of the Deferred Compensation Plan Committee, the Golden Gate Transit Amalgamated Retirement Board and the Golden Gate Transit Amalgamated Health and Welfare Trust.
- May act as General Manager in the absence of the General Manager, subject to appointment.
- Establishes procedures and implements policy in coordination with other departments to properly safeguard District assets and ensure adequacy of the systems yielding revenue to the District.
- Ensures that those safety program activities applicable to his or her department are effectively implemented and carried out. This includes ensuring that all employees in the department follow established safe work practices and obey all safety rules.
- Performs additional related duties as assigned.
- Regular and reliable performance and attendance is required.

Required Knowledge, Skills and Abilities

Working knowledge of:

- Comprehensive knowledge of governmental accounting, auditing and budgeting
- Considerable knowledge of principles of public administration and management
- Data processing and personnel management
- Laws and regulations governing the operations of the District
- Management techniques and methods

Ability to:

- Plan, assign, direct and review the work of a large professional and paraprofessional accounting and fiscal staff
- Organize and maintain complex budgetary and accounting records
- Analyze and evaluate complex financial statements, records and reports and make sound conclusions therefrom
- Design, install and maintain a complex financial accounting system
- Interpret and apply laws, rules and regulations to specific financial situations



Minimum Qualifications

Education and/or Experience:

A combination of college level training and position related experience equivalent to:

- Bachelor's degree with major in Accounting, including courses in governmental accounting
- MBA and/or CPA desirable
- Ten years' full time position related experience in auditing, accounting and financial management, including four years' administrative or supervisory experience

Required License:

- Must possess and maintain a valid California driver's license and satisfactory driving record

Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities and meetings.