



## Western Piedmont Regional Transit Authority

*Operating as Greenway Public Transportation*

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### FINANCE DIRECTOR

Western Piedmont Regional Transit Authority (WPRTA), dba Greenway Public Transportation, located in Conover, NC is seeking an experienced professional to become the organization's Finance Director.

Reporting directly to the WPRTA Executive Director, the Finance Director is responsible for the direction and administration of all financial affairs of WPRTA to include financial administration, budget and accounting, financial reporting, internal controls, grant management, cash management, revenue and expenditure planning and forecasting, and capital project financing. The Finance Director is responsible for supervising and directing the financial management team, currently a staff of four.

WPRTA is a regional transit authority pursuant to NC Chapter 160A, Article 25 operating as Greenway Public Transportation. WPRTA provides rural and urban demand response transportation service in Alexander, Burke, Caldwell and Catawba counties, fixed route service and ADA Complementary Paratransit service in the cities of Conover, Hickory and Newton, and Flex Route service in Alexander and Burke Counties. WPRTA employs on average 80 people and has a peak fleet size of 4 fixed route buses, 5 Flex Route LTV's and 32 paratransit vehicles. Historical annual ridership is approximately 230,000 boarding's and the total annual operating budget is approximately \$6 million. For more information about Greenway Public Transportation visit [mygreenway.org](http://mygreenway.org).

WPRTA will consider candidates with a Bachelor's Degree from an accredited institution in Accounting, Business, Finance or a related field. Five years governmental financial management experience is desired.

To apply, please email a resume and letter of interest with salary expectation to Patrick Nelson, Human Resources Director at [patrick.nelson@wprta.org](mailto:patrick.nelson@wprta.org) . A complete job description may be viewed at [mygreenway.org](http://mygreenway.org) under employment opportunities. Hiring range for this position is expected to \$65,000 – \$80,000 annually, depending on experience, plus benefits.

*Western Piedmont Regional Transit Authority is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status or genetic information upon successful completion of a background check and drug screen.*



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**Job Title:** Finance Director

**Reports To:** Executive Director

**Supervises Others:** Yes

**Hiring Range:** \$65,000 - \$80,000 Annually; Exempt

The Western Piedmont Regional Transit Authority (WPRTA) Finance Director is a Senior Management position responsible for the direction and administration of all financial affairs of WPRTA. The position requires providing advice and information to the Board of Directors, WPRTA Executive Director and employees. Financial affairs include but are not limited to: financial administration, budget and accounting, financial reporting, internal controls, grant management, cash management, revenue and expenditure planning and forecasting, and capital project financing.

### **Essential Functions:**

- Provides leadership, direction and guidance in financial and technical strategies and priorities for finance operations; evaluates needs, and determines resource requirements and objectives.
- Plans, develops, implements, and evaluates WPRTA's financial goals and objectives, maintains sound financial policies and procedures; interprets relevant laws and regulations; develops systems and standards for program evaluation.
- Organizes and directs financial activities including general accounting, accounts receivable, accounts payable, grant administration, and payroll functions.
- Reviews revenues and expenditures and assures WPRTA's activities are in compliance with all laws, policies and regulations; performs all duties required by applicable North Carolina general statutes, Federal and State grantors, and Generally Accepted Accounting Principles.
- Prepares and reviews monthly and/or interim budgetary financial reports ensuring adherence to statutory and regulatory reporting requirements and policies.
- Prepares WPRTA long-range financial forecasts and budgets, and monitors budgets, grants and contracts during the fiscal year; assures adequate documentation of policies and procedures and authorizes changes to existing procedures.
- Plans and coordinates the annual audit process, and manages preparation of the annual financial report.
- Prepares and analyzes financial and statistical reports necessary for management relating to expenditures, revenues, forecasting and uses statistical measures, such as cost-benefit analysis, cost-effectiveness analysis, forecasting, and trending.
- Responsible for all financial payments, invoicing and reporting to state and federal agencies including drawdowns through the FTA and NCDOT electronic systems.
- Collects, compiles and analyzes data for timely completion of all reporting to the National Transit Database and other required financial statistical reports.
- Assists Executive Director in areas of Financial Management including providing information to the WPRTA Board of Directors on relevant policy and service issues for their input and direction.

### **Desirable Knowledge, Skills and Ability:**

- Excellent critical and creative thinking skills required;
- Knowledge of payroll related rules and regulations;
- Skill in developing and implementing accounting control procedures;
- Skill in writing reports and business correspondence;



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- Effective interpersonal skills as applied to interaction with coworkers, supervisor, elected officials and the general public sufficient to exchange or convey information and to receive work direction.
- Ability to set up agency accounting and financial systems;
- Ability to monitor and evaluate subordinate staff;
- Ability to prepare finance and accounting related reports;
- Ability to compile and analyze financial information;
- Ability to handle multiple tasks simultaneously;
- Ability to interpret and apply applicable Federal, State and Local laws, rules, and regulations;
- Ability to travel in-state and out-of-state for training, conferences and meetings as needed or required;
- Ability to work a varied schedule to meet critical project and reporting deadlines as required;
- Experience in budgeting, cash management, financial reporting, internal controls and grant administration;
- Knowledge of Generally Accepted Accounting Principles (GAAP) related to Government Financial Accounting Standards, Single Audit Act and compliance with Circulars A-133, A-87, CFR 200 and North Carolina General Statute Chapter 159: Local Government Finance; and
- Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word and Outlook with ability to manage financial and/or accounting software including Quick Books.

### **Minimum Qualifications:**

- Bachelor's Degree in Accounting, Business, Finance or a related field; and
- Minimum of five (5) years of increasingly responsible experience in Financial Management;

### **Other Desired Qualifications:**

- Master's Degree in Accounting, Business, Finance or a related field;
- CPA or NC LGFO certification;
- Senior governmental financial management experience, including three years at management level;
- Experience with federally funded grants, most desired in FTA grants management
- Public transit financial management.

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