

Assistant Director of Finance and Administrative Services

Position Opening: Durham, NC. GoTriangle (formally Triangle Transit) the regional public transportation organization for Wake, Durham and Orange counties seeks an Assistant Director of Finance and Administrative Services. This position is responsible for the direction and management of financial activities, as well as assisting in the administration and oversight of the Administrative Services functions which include grants, information technology, human resources, procurement and contracts. This position provides key recommendations and information to the Chief Financial Officer from which informed management decisions can be made.

Duties include (but not limited to):

- Participating as a business partner with CFO in long-term planning, budgeting, financial & operational analysis.
- Developing and managing the agency's multi-million dollar financing and borrowing strategies.
- Providing oversight and management of the Authority's financial model used for forecasting and capital planning.
- Providing oversight of Administrative functions such as procurement and grant administration.
- Assisting in the formulation of GoTriangle's annual budget, forecasting and reporting.
- Implementing processes, procedures, systems and financial controls that maintain the integrity and accuracy of the organizations financial data and ensuring compliance to all Federal and State guidelines.
- Furthering the use of analytical tools, analyses and metrics essential to assessing overall organizational performance and variances from Budget.
- Developing and maintaining Debt and Financial policies, guidelines and procedures.
- Partnering with the Senior Accountant in managing the agency's accounting processes, audits, and annual report (CAFR).
- Performing other duties as assigned.

Qualifications:

This position requires Bachelor's Degree in Accounting, Finance or Public Administration, from an accredited four year college. A minimum of seven years of related and progressively responsible experience that includes financial administration, preferably in a public sector environment is preferred. The candidate will have a thorough understanding of governmental accounting and demonstrated knowledge and experience in debt financing and federal loan processes including federal loans such as TIFIA (Transportation Infrastructure and Finance Innovation Act). The ability to develop program objectives and work independently on several program objectives at once is imperative. The successful candidate must be creative and comfortable in a "hands on" position directing a small staff. He/she must strengthen the team and bring leadership while creating a team

environment. The candidate must be comfortable in a demanding environment involving the balancing of numerous requirements, as well as new initiatives. Exceptional level of interpersonal skills required to effectively communicate with all levels of supervisory and non-supervisory employees and governmental entities. The salary range is \$60,000-112,300 and a comprehensive benefits package is offered.

Qualified candidates can email cover letter and resume to jobs@gotriangle.org. You may also visit our website at www.gotriangle.org.

No phone calls or 3rd party solicitations, please.