



We Are

HIRING FOR OUR NEXT

**DIRECTOR, FINANCE AND
ADMINISTRATION**

Brought to you by:



Koff & Associate
A Gallagher Compar

ANNUAL SALARY
\$137,435 - \$168,958
& GENEROUS BENEFITS

Vision Statement

Provide seamless, sustainable mobility solutions to help Yolo communities thrive.

THE DISTRICT

Yolo Transportation District plans, coordinates and delivers mobility services for Yolo County. We operate Yolobus, which provides fixed route, on-demand transit and ADA paratransit serving urban and rural communities, including Davis, West Sacramento, Winters, the Capay Valley, Sacramento International Airport and downtown Sacramento. We also serve as Yolo County's comprehensive multimodal transportation planning agency, where we partner with local, regional, state and federal agencies to deliver transportation improvements. Currently, we are working with Caltrans District 3 on a \$300 million project to fix Interstate 80 in Yolo County. We are also preparing a Countywide Active Transportation Plan to develop a network of safe, protected biking and walking paths between Yolo County cities and towns. The District's office is located near the City of Woodland's historic downtown in the greater Sacramento region—a great place to live and work! The District has 14 full-time employees motivated to help our communities get where they need to go. The staff works closely with ~ 100 contracted staff, including bus drivers, dispatchers, and mechanics, who are located in an adjacent building and operate our public transit services. The District is governed by a Board of Directors comprised of five individuals representing the different cities in Yolo County. It includes members from CalTrans and UC Davis serving in an ex-officio capacity. The Fiscal Year 2022-2023 budget is \$23,359,200. With sound financial management, the District is in solid financial shape.

THE COMMUNITY

Yolo County is in Northern California, just a short distance from Sacramento, Napa, and the San Francisco Bay Area. It is located in the rich agricultural region of California's Sacramento Valley.. There are four incorporated cities in Yolo County: Davis, West Sacramento, Winters, and Woodland, and downtown Sacramento is just 15 minutes away. Outdoor activities abound for the entire family, including hiking, cycling, golfing, camping, fishing, wildlife viewing and watersports. Yolo County is home to the Capay Valley, where the modern organic farming movement began, and farm-to-fork dining, farmers' markets, microbreweries and wineries abound. Just a stone's throw from downtown Sacramento with its entertainment, dining, retail, nightlife and vibrant arts scene. Home to UC Davis and excellent public schools, Yolo County is a great place to raise a family.

THE POSITION

This position reports to the Executive Director and provides supervision and direction to professional and support staff of the District. The Director of Finance and Administration is an executive-level management class requiring a high degree of professional financial skill and knowledge directing the financial planning activities and administrative services related to the District. The position has broad management authority for the day-to-day finance and administrative services operations.

This position plans, organizes, directs, and reviews the operations and activities of the finance, budgeting, accounting, auditing, revenue forecasting, purchasing, payroll, benefits, asset management, grants financial management, contract compliance, risk management, and all other financial functions of the organization in a manner that supports the Yolo County Transportation District's vision, mission and priorities. The position serves as the Chief Financial Officer and has regular contact with state and federal agencies, local governments, and other stakeholders; and oversees the human resources function of the District with the assistance of contracted services. The position serves as a member of the District's executive management team.



To see the 2022-2023 Budget for Yolo County Transportation District, click [here](#).

IDEAL CANDIDATE

The ideal candidate will be a creative, forward-thinking leader that manages with integrity, intelligence, high energy, and humility. They will have experience managing administrative services such as the human resources function while serving as an agency's Chief Financial Officer.

The successful candidate will have strong communication and interpersonal skills and be able to create solid relationships with employees, elected officials, and other key stakeholders. The successful candidate will build on this positive approach of collaborative teamwork, employee development, and creating trust with colleagues through active listening and solutions-oriented dialogue. The next Director of Finance and Administration be hands-on in supporting and mentoring staff and be open to new ideas while exhibiting subject matter expertise in public sector funding, procedures, and controls.

ESSENTIAL DUTIES

- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for finance and administrative services, assuring consistency with District's goals, objectives, and policies.
- Assures financial policies, procedures, and internal controls conform to Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) requirements.
- Plans, organizes, and manages the financial and fiscal affairs of the District; prepares budgets, financial reports, and statements; ensures reporting compliance with local, state, and federal laws, rules, and regulations; coordinates and provides support to internal and external audits; supervises accounting activities and staff; monitors agency expenditures; coordinates investments and serves as custodian of District's funds; prepares financial reports for the Executive Director and Board of Directors.
- Directs all purchasing and procurement activity. Reviews bids and proposals for correctness, completeness, price, and compliance of items to specifications and the District's adopted procurement procedures.
- In conjunction with District staff, research funding opportunities, prepares state and federal grant applications, and is responsible for their proper administration.
- Manages a fare collections system; monitors bus, fare system, and other procurements.
- Ensures application of internal controls to prevent loss or fraud.
- Reviews, implements, and monitors transactions related to special projects, such as construction and consultant contracts, capital acquisitions, and change orders.
- Performs financial modeling and forecasting; ensures financial sustainability.
- Ensures compliance with financial and administrative policies and creates and updates them as needed.
- Coordinates preparation and ensures timely submittal of the annual operating and capital budgets.
- Advises the Executive Director on the District's financial and administrative services functions.

- Ensures timely submission of required submittals, including quarterly grant financial and progress reports, National Transit Database report, State Controller's report, Disadvantaged Business Enterprise (DBE) report, etc.
- Ensures compliance with the District's records management policy.
- Administers and oversees insurance programs for the District, including property, liability, health insurance and benefits, and workers' compensation programs.
- Monitors developments and legislation related to finance and administrative services evaluates their impact, and recommends and implements policy and procedural improvements.
- Plans, organizes, manages, and reviews District payroll and timekeeping processes through subordinate supervisors and/or lead staff.
- Develops and administers programs to ensure employee health and safety and agency compliance with safety and health laws and regulations.
- Provides oversight of human resources with the assistance of contracted services, including the administration, interpretation, and implementation of policies and procedures for the evaluation of employee performance management and evaluation; recruitment and selection; classification and compensation; employee assistance and wellness programs; employee development and training activities.
- Represents the District in meetings with representatives of governmental agencies, professional and business organizations, California Transit Insurance Pool (CALTIP), and the public; makes presentations to the Board of Directors and others.

MINIMUM QUALIFICATIONS



EDUCATION

A combination of education and experience equivalent to:

- Bachelor's Degree in Accounting, Finance, Economics, Business, Public Administration, or a field related to the work with a concentration in accounting.

EXPERIENCE

- Five years of full-time, high-level management experience in finance and/or accounting and administration.
- Experience with local, state, and federal funding programs

LICENSE/CERTIFICATIONS REQUIRED

- Valid Class 'C' California Driver's License required.
- A Certified Public Accountant (CPA) is desirable.





ATTRACTIVE BENEFITS PROGRAM

Annual Salary \$137,435 - \$168,958

The starting salary will be commensurate with the experience, qualifications, and skills of the successful candidate within the salary range.

Insurance

- May participate in health, dental, and vision programs. The District pays approximately 90% of these premiums for employees and eligible dependents.

Pension

- CalPERS 2.5% @ 55 for classic members and 2% @ 62 for new employees (employee pays the employee portion.)

Deferred Compensation

- Voluntary deferred compensation plan

Paid Vacation

- 80 hours annually

Paid Holidays

- 12 days annually.

Sick Leave

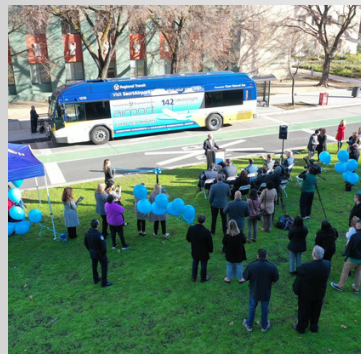
- 96 hours annually.

Floating Holidays

- 28 hours annually.

Life Insurance

- \$50,000 life insurance policy, optional pre-tax flexible spending account, and dependent care account.



APPLICATION AND RECRUITMENT PROCESS

This position will be open until filled. The first review of candidates will be June 16, 2023.

To be considered, please submit a resume, cover letter, and five work related references, at least three of which are current or prior supervisors (who will not be contacted in the early stages of the recruitment) [HERE](#).

If you have any questions regarding the recruitment, please get in touch with the recruiter below:



Koff & Associate
A Gallagher Compar

Joshua Boudreaux MPA
510.901.0044

josh_boudreaux@ajg.com

Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.