



SOLANO TRANSPORTATION AUTHORITY

Finance and Budget Manager

All About STA

The STA was created in 1990 through a Joint Powers Agreement between the cities of Benicia, Dixon, Fairfield, Rio Vista, Suisun City, Vacaville, Vallejo and the County of Solano to serve as the Congestion Management Agency for Solano. As the Congestion Management Agency (CMA) for the Solano area, the STA partners with various transportation and planning agencies, such as the [Metropolitan Transportation Commission \(MTC\)](#) and [Caltrans District 4](#).

The STA is responsible for countywide transportation planning, programming transportation funds, managing and providing transportation programs and services, delivering transportation projects, and setting transportation priorities, and services as the Consolidated Transit Service Agency (CTSA) for Solano County. The STA uses an open and inclusive public involvement process through various committees made up of local elected officials, public works directors, transit operators, and interested citizens.

The STA is committed to continually improving Solano County's transportation system so that our residents have easy access to jobs, schools, shopping, medical appointments and essential services. To that end, the STA – working with each of the cities and the county – plans for, funds, manages and delivers a wide array of programs designed to keep Solano moving. While delivering transportation projects to ensure mobility, travel safety, and economic vitality is the STA's mission, preserving and improving the quality of life enjoyed by Solano County residents underscores all that we do. Learn more about the STA by clicking [here](#).

The STA amended budget for fiscal year 2024-25 totals \$72.68 million and reflects updated revenues and project expenditures for 61 plans for planning, projects, and programs. To view the FY 2024-25 proposed budget revision and the FY 2025-26 proposed budget, click [here](#). To view the two-year proposed budget revision presentation, click [here](#).



Our Mission Statement

"To improve the quality of life in Solano County by delivering transportation projects to ensure mobility, travel safety, and economic vitality for all."



The Community

Solano County is located in the northeast corner of the San Francisco Bay Area and is situated in close proximity to the Napa Valley and Sacramento region. Solano County benefits from mild winters and warm summers and is located conveniently close to recreational areas within and outside of Solano County. The STA's new office is located on the waterfront in Suisun City's historic and picturesque downtown. The office is located a short walk from a Capitol Corridor Train Station and two express bus lines with connections to the Bay Area and Sacramento.

The Position

Under direct supervision of the Executive Director, the Finance and Budget Manager is responsible for STA's accounting operations and financial reporting. This individual maintains internal controls and establishes operations procedures for the STA budget, project grants and funds, oversees the STA's financial systems and status reports, including funding receivable and expenditure coding. Further, the incumbent will: oversee the budget preparation and management; prepare monthly, quarterly, and year-end financial reporting and audits; provide oversight of the operations and activities related to insurance, risk management; serve as CalPERS liaison for contract administration/actuarials; monitor dozens of funding sources; and oversee payroll compliance. In addition, the Finance and Budget Manager will interact frequently with all STA department heads.

The Ideal Candidate

The ideal candidate will have thorough understanding of accounting, finance, budget, audit and grant operations and supervision, to include GAAP, GAAS and GFOA standards. Further, this individual will have strong verbal and, even more importantly, strong written communications skills for purposes of assisting in reporting to the Board. The STA is a fast-paced environment, so the incumbent will need to have the right temperament to thrive in those circumstances. A strong attention to detail and the ability to manage a large and diverse number of projects simultaneously is a must.



Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

Essential Duties

The essential duties include, but are not limited to:

- Provides and implements accounting operations and financial reporting in accordance with the Solano Transportation Authority (STA) Accounting Policies and Procedures Manual and necessary modification to ensure compliance to the Government Accounting Standard Board (GASB) and the Office of Management Board (OMB).
- Provides fiscal and technical assistance to the STA Departments, including systems for cash flow management, budgeting, internal controls, financial reporting, financial record-keeping, grant management and compliance.
- Establishes and maintains networks with governmental agencies to provide financial data to STA staff and board members.
- Develops and manages an accounting system software internally and externally for processing of purchase orders, accounts payable, accounts receivable, cash receipts and payroll system in accordance with STA Accounting Policies and Procedures Manual.
- Plans, coordinates, and manages daily accounting and finance functions, including the timely recording of transactions, cash management, payroll, receivables, payables and fixed assets.
- Assists and provides financial reports to the STA Board, STA Executive Director, and Program Directors, including revenue and expenditures on projects and programs, and other financial information.
- Prepares monthly, quarterly, and annual financial reports and submissions to federal, state, and local funding sources, including general ledger, expenditures on projects and programs in a timely and accurate manner.
- Develops and coordinates the two-year and annual fiscal budgets, in addition to the long-term budget proposals for STA Board approval.

- Manages and coordinates the annual audit with the STA's Independent Auditors in compliance with the GASB and OMB requirement for the Single Audit and submits the ACFR audit report to the Federal Clearing House.
- Prepares various annual reports, including but not limited to, the Indirect Cost Rate Proposal and Transit Programs in compliance with the State Controller's Office.
- Oversees the financial management of various programs, such as the Mobility/Taxi, the Suisun Micro-Transit, and the Mobility Express program, as well as the Regional Transportation Impact Fee (RTIF).
- Maintains a variety of files and records related to the Authority's payroll system and may approve timesheets as needed.
- Manages and maintains the general liability, vehicle, and workers compensation insurance coverage and compliance to protect STA.
- In conjunction with CalPERS and PARS, oversees the coordination for the Authority's retirement accounts including actuarial reviews, submitting recommendations, and maintaining compliance.
- Manages, oversees and evaluates all software and hardware technology and upgrades related to fiscal operations.
- Manages and maintains the accounting software remote connection from the City of Vacaville Finance Department.
- Supervises and evaluates accounting staff and coordinates with other departments effectively.
- Performs other duties as assigned.



Compensation and Benefits

Salary: \$134,016 - \$162,912 annually.

In addition to salary, the STA offers the following strong benefits package:

- **Retirement:** PERS Retirement Formula based on status when hired.
- **457 Deferred Compensation Program Available;** for all employees hired into the public sector after 1/1/13 are deemed "New" members and will be eligible for an up to 3% matching contribution to their deferred comp plan by STA.
- **Medical:** Health Insurance- STA will pay up to 90% of the full cost of the PERS Kaiser Bay Area Rate effective January 1, 2025. If the employee elects to decline health coverage, he/she will receive \$350.00 per month.
- **Dental insurance:** STA will pay up to \$139.30 per month.
- **Vision Insurance:** STA will pay up to \$17.36 per month.
- **Life Insurance:** STA provides a monthly premium sufficient to maintain \$50,000 basic life insurance.
- **Holidays:** 15 paid holidays (3 of which are floating holidays).
- **Vacation:** 10 days (80 hours) per year, until year 5 in which vacation time increases to 15 working days (120 hours).
- **Sick Leave:** 12 days accrued annually.
- **Management Leave:** Forty (40) hours annually.
- **Commuter Transit Incentive:** Up to \$75.00 for usage of alternative modes of commuting limited to trains, buses, vanpool, and ferry.
- **Hybrid Work Schedule:** Upon completion of training, eligible for consideration of a hybrid schedule three days in the office and two days' work from home at the Executive Director's approval and discretion.

Application Process

The final filing date is Monday, November 4, 2024. To be considered, please submit a resume, cover letter and five work-related references (who will *not* be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/sta-finance-budget-mgr/>.

Resumes should reflect years *and* months of positions held as well as size of past organization(s).

For additional information please contact:



Pete Smith, Senior Recruiter
Tel: 510.342.3233

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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.



The Solano Transportation Authority is an equal opportunity employer.

