

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Wayne Block

Work Phone:

2. Class Title (i.e. payroll title):

Transit Finance Manager

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Justin Stuehrenberg, Transit General Manager

Work Phone:

5. Department, Division & Section:

Transit Finance

6. Work Address:

7. Hours/Week: 40

Start time: End time:

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

-
10. Position Summary:

The position is responsible for preparing the capital and operating budgets and forecasts; developing fiscal controls and systems; overseeing personnel administration, payroll and purchasing; including supervising use of the City's finance-specific software; coordinating the integration of grant funding into financial systems; and preparing related analysis and recommendations. This position is responsible for infusing racial equity goals, principles, and tools, into all aspects of Metro Transit Finance operations.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

40% A. Develop and administer Metro Transit's accounting operations, including systems and procedures, financial reporting and budgeting, and capital asset accounting.

1. Recommend policy changes and implement revisions to established accounting procedures.
2. Interpret data in reports and financial statements.

3. Conduct or coordinate internal audits of records and systems used for internal control.
4. Prepare monthly financial reports for management, other government agencies and City oversight committees.
5. Reconcile general ledger balances and activity to ensure accuracy.
6. Compare actual results to budget and prior year and analyze discrepancies.
7. Review accounting systems and identify and develop improvements.
8. Prepare for the year-end audit, prepare the annual financial statements and financial portions of NTD report and assist the independent auditors in their review.
9. Act as liaison between Metro and other government agencies for fiscal, budget and related operations.
10. Attend periodic City oversight meetings, such as the Finance Committee and the Transit and Parking Commission, and provide analysis and answer questions related to Metro activities.

30% B. Research and develop information for the preparation of capital and operating budgets.

1. Prepare financial forecasts to plan for future year expenditures
2. Analyze budgets and expenditures to aid in planning for future system changes
3. Work to monitor and integrate grant funds into financial operations and systems.
4. Review and summarize budget requests and assist management in developing budget item justifications and related information.
5. Coordinate budgetary process with the Finance Department.
6. Administer the annual capital and operating budget process.
7. Prepare reports to submit to management to analyze budget requests.
8. Coordinate with City Finance on all budget related matters.
9. Analyze and report on available grant funding to identify potential impacts on current and future budgets.

15% C. Supervise and assign work to professional, technical and clerical staff support. Hire, evaluate and train subordinate staff and deal with disciplinary and employee grievance issues, as necessary.

1. Hire in accordance with equitable hiring goals and recommendations and using the equitable hiring tool.
2. Evaluate and train subordinate staff and deal with disciplinary and employee grievance issues, as necessary.
3. Meet regularly with all Finance staff to review workloads, processes, etc.
2. Assist the managers of the payroll, procurement and grants management functions and help to identify issues and analyze performance.
3. Directly supervise the accounts receivable and billing, accounts payable, pass sales and cash processing functions.
4. Provide leadership, mentoring and training to all Finance staff.
5. Ensure that there is adequate backup and coverage for all Finance functions.

15% D. Other developmental, reporting, analyzing and administrative activities

1. Prepare specialty analyses.
2. Conduct incidental financial reporting throughout Metro Transit.
3. Pull other reports and analyses as requested.

12. Primary knowledge, skills and abilities required:

Budgeting or accounting experience, demonstrated understanding of supervisory principles and demonstrated leadership, detail oriented, analytic/forecasting skills/strategic thinker, problem solving skills, quality assurance, ability to communicate effectively across a diverse set of stakeholders and establish successful working relationships

13. Special tools and equipment required:

n/a

14. Required licenses and/or registration:

n/a

15. Physical requirements:

The incumbent will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

16. Supervision received (level and type):

General supervision

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

Justin Stuehrenberg
SUPERVISOR

3/1/2021
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.