

Springfield Area Transit/Valley Area Transit  
Job Description

---

<b>Job Title:</b> Controller	<b>Department:</b> Administration/Finance
<b>Reports To:</b> General Manager	<b>Union Status:</b> Non-bargaining
<b>F.S.L.A.:</b> Full-time, Exempt level	<b>Job Location:</b> Springfield, MA
<b>Salary Range:</b> \$100-110K annual/ Full Benefits	

---

**Position Summary:** As the top financial professional in the organization, the Controller is responsible for managing all aspects of the Company’s financial operation, including the management of a \$30-million dollar annual budget, while keeping the General Manager and the PVTA’s Administrator and Chief Financial Officer informed of all financial activity, all in full compliance with PVTA’s approved processes and procedures. This position ensures that the organization is financially sound and that its assets are being used effectively to serve the best interest of the client’s (PVTA) needs and in a manner consistent the PVTA’s mission to provide high quality, cost-effective transportation services to the public.

**Essential Duties and Responsibilities:** Include the following. Other duties may be assigned by the General Manager.

*Manage all aspects of Company’s financial operations:* Serve in a chief financial capacity for the transit management services company, encompassing financial and budget management, management of information systems and management support services including accounting; financial reporting; benefit administration; payroll; procurement; inventory management and general administration.

*Manage budget, financial control, and related reporting:* Provide ongoing financial control and reporting; oversee all financial aspects of the organization; direct the organization’s financial goals, objectives, and budgets; maintain and uphold fiduciary responsibility via overall fiscal management of the operating budget, including planning, reporting and analysis; initiate, implement and manage cost reduction and control programs; oversee contract awards, disbursements and contract administration and approve purchase orders; ensure compliance with federal regulations; coordinate all year-end financial reconciliation; prepare reports required by regulatory authorities; prepare annual operating budgets and maintain all fiscal records in a manner compliant with all relevant regulations and established record retention policies and procedures.

*Oversee Finance Department Operations:* Manage and lead department staff including Procurement, Payroll, Employee Benefits and Accounting functions and evaluate job performance; oversee benefits functions including statutory requirements related reporting requirements; ensure that department operates in the most efficient manner by monitoring activity and making continuous improvements as needed.

*Retirement Plan Oversight:* Serve as fiduciary and trustee for oversight of defined benefit and defined contribution retirement plans, including investment policy and funding strategy, and plan administration.

*Provide ongoing staff development and training:* Cultivate and nurture the departmental and organizational culture of integrity, respect, trust, excellence and accountability and provide professional development of department administrative support staff.

*Serve as an active member of the senior management team:* Work collaboratively with the management team and participate in all major decisions affecting financial aspects of the business; provide financial and operational advice, recommendations, and guidance to the General Manager, departments, and other relevant parties; serve as member of labor negotiations team.

*Supervise and coordinate internal and external audits:* coordinate efforts with auditors and ensure the accurate preparation of audited financial statements; and serving as client liaison for an independent annual audit; and any additional audits required by regulatory authorities.

*Build and maintain effective working relationships among multiple constituencies:* Maintain excellent working relationships with independent auditors, the PVTAs, staff, vendors, consultants, brokers, etc.; and maintain a high level of visibility and accessibility to all parties.

*Perform other related duties and responsibilities as needed within continuous evolving operating environment.* Readily adapt to changing organizational needs; maintain current working knowledge of and compliance with all federal and state regulatory requirements and incorporate into daily work performance.

**Education and/or Experience:** Bachelor's degree in accounting or finance; minimum of 5-8 years related experience and/or training; minimum of 3-5 years in a management role; or equivalent combination of education and experience.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Demonstrated experience overseeing multi-million dollar budgets; intimate knowledge of best practices pertaining to Accounting, financial controls, auditing, and reporting; experience with preparing financial reports that summarize and forecast the company's financial position, including income statements, balance sheets, and trend analysis; ability to interpret financial statements in multiple formats; working knowledge of Financial Management Software; ability to professionally develop budget narratives and financial statement analyses.

Excellent leadership, management and supervisory skills; strong team-building, team-leading and decision-making skills combined with the ability to motivate staff at all levels of the organization; excellent communication, interpersonal and customer relations skills. Strong command of the English language, both written and verbal, with the ability to clearly convey complicated financial information to a variety of constituencies; excellent presentation skills with the ability to make presentations in large or small groups using a variety of presentation tools. Must be a forward thinker and able to seek and implement innovative ways to increase productivity with an eye toward achieving cost savings and cost avoidance; ability to identify and implement cutting edge solutions to industry problems; ability to think creatively and solve problems while applying analytical skills; and experience in policy initiation and implementation; experience working in a complex organization with government contracts; ability to deal with multiple legal entities and demonstrated experience working with multiple departments and multiple entities.

**Supervisory Responsibilities:** Directly supervises and manages bargaining-unit Office Staff and IT Project Manager.

**Preferred Qualifications:** Master of Business Administration (MBA) degree; Sage ERP Accounting Software Experience; advanced spreadsheet design and manipulation; ability to build customized reports from Financial Management software; prior experience in the public transit arena; National Transit Database Reporting structure familiarity, sound knowledge of public transit regulations pertaining to accounting practices; and accounting /finance experience in public transit. Demonstrated experience working in a unionized organization and ability to successfully manage and lead bargaining-unit employees.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. Extensive use of computer and keyboard and viewing of computer screen is required. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required of this job include vision, color vision, and ability to adjust focus.

**Work Environment:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is typical of a busy office setting. The noise level in the work environment is usually quiet.