

POSITION TITLE:	EAGLE VALLEY TRANSPORTATION AUTHORITY (EVTA) DIRECTOR (MANAGER) OF FINANCE
REPORTS TO:	EVTA DIRECTOR OR CHIEF ADMINISTRATIVE AND FINANCIAL OFFICER
SAFETY SENSITIVE:	No
FLSA CLASSIFICATION:	EXEMPT
MONTH AND YEAR:	SEPTEMBER 2023

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**BACKGROUND:** The EVTA was formed by a vote of the registered electors of the Town of Avon, Town of Eagle, Town of Minturn, Town of Red Cliff, Town of Vail, Beaver Creek Metropolitan District, and Eagle County in the November 8, 2022 general election, pursuant to the Colorado Regional Transportation Authority Act, C.R.S. 43-4-101. et. seq. The purpose of the EVTA is to finance, construct, operate and maintain a regional transportation system. The EVTA will assume operation of the existing ECO Transit system; enhance coordination with local transit systems in Vail, Avon, and Beaver Creek; improve air service; and expand and increase transportation offerings throughout the EVTA service area. The EVTA is governed by an appointed 7-member Board of Directors (“Board”).

### **The Eagle Valley Transit Authority (EVTA) Director (Manager) of Finance**

The Director (Manager) of Finance directs, administers, and coordinates the activities of financial management, capital planning, accounting & financial reporting, budgeting & financial planning, debt management, treasury & investment management, grants, procurement, risk management, and internal services in support of EVTA’s policies, goals, and objectives that have been established by the Executive Director and the Board of Directors. Creates an employee friendly, customer centric and accountable Finance Team. Ensures compliance with federal, state, and local laws and regulations. ***This position may be hired at either the Director or Manager level based on experience level as outlined further below.***

### **Operational Responsibilities:**

- Oversee and manage organizational budget development, ensuring alignment with the organization’s strategic plan and maintaining appropriate contingency reserves.
- Develop organizational financial policies and ensure departmental compliance.
- Oversee and manage strategic long-range financial planning.
- Develop and review all financial reporting.
- Responsible for financial management including revenues, investments, debt management, procurement, and grants.
- Oversee the annual independent audit of all funds including facilitation of the process and correction of any audit findings.
- Serve as Treasurer for EVTA responsible for the custody of the funds and all stocks, bonds, and other securities owned by EVTA in accordance with local, state, and federal law.
- General supervision and project management to ensure the timely, organized, and efficient flow of information, the successful performance of daily financial and internal service operations, and the oversight of initiatives and projects that have or may have financial implications for the Authority.
- Supervise all employees and/or contractors performing accounting and finance related functions.

- Attend and participate in Board of Directors Meetings and Staff Meetings as scheduled and assists with preparation of monthly Board Meeting agenda packets.
- Conducts one's self in an appropriately professional manner while serving as a representative of EVTA in a diverse work environments and situations both within and outside of the EVTA organization.
- Represents the Executive Director at Board Meetings occasionally, as required or as directed by the Executive Director.
- Performs other duties and assumes other areas of responsibility as directed by the Executive Director.

### **Annual Budget**

Direct, primary responsibility for budgeting and budget management, working with the Executive Director, Chief Administrative and Financial Officer, and the Board. Serves as Treasurer for EVTA and is responsible for the custody of the funds and all stocks, bonds, and other securities owned by EVTA in accordance with local, state, and federal law.

### **Direction and Supervision**

Executes leadership and supervision responsibilities through sound judgment, focusing on quality improvement, managing and resolving conflict, fostering a culture of accountability, clearly defining responsibilities and expectations, setting goals, providing motivation and performance feedback, recognizing contributions and encouraging training and development.

### **Work Environment**

Works primarily in an office environment. Work hours for this position may vary to include some weekend and holidays.

### **Required Knowledge, Skills and Abilities**

- Expert knowledge of the principles, policies, and practices of financial management and administration, policy development and implementation, and budget administration including developing and implementing high-level fiscal and budgetary procedures and policies.
- Administrative and managerial knowledge, skills, and experience as demonstrated by extensive and progressively responsible roles throughout his or her career.
- Solid knowledge of corporate risk management principles and practices and the ability to assess, negotiate and implement risk management programs.
- Ability to conduct self in an appropriate manner as a representative of EVTA, working effectively in a diverse work environment, using prudent judgment at all times, performing duties in a safe manner and assuring professional quality of services to all external and internal customers.
- Ability to work with elected officials and advisory boards.
- Excellent verbal and written communication skills.

### **Education and Experience Required for Manager Level Applicants:**

- Bachelor's degree, preferably in Finance, Accounting, Business Administration, or a related field from an accredited college or university.
- Minimum of three (3) years' experience working in finance or accounting, including some supervisory experience at the unit or project level.

- Requires a high-level, state-of-the-art knowledge on organizing work and priorities, and project management principles.
- Familiarity with practices of administration and organizational development including goal setting and program budget development and implementation, organizational workflow, productivity and collaboration principles and practices of mediation, negotiation, and conflict resolution.
- Requires a command of all communication skills to professionally conduct and facilitate public hearings, meetings, and assemblies.
- Valid state driver's license and satisfactory motor vehicle record.

**Additional Education and Experience Required for Director Level Applicants:**

- Five (5) years of progressively responsible senior level managerial experience, which includes three (3) years of progressively responsible duties and responsibilities supervising work groups, departments, projects, and/or small organizations.
- High-level knowledge of practices of administration and organizational development including goal setting and program budget development and implementation, organizational workflow, productivity and collaboration principles and practices of mediation, negotiation, and conflict resolution.
- Experience setting and monitoring departmental goals, including regular progress reporting to leadership.
- Experience developing and implementing a departmental or organizational budget.
- Experience managing consultant projects and contracts.
- At least two (2) years of professional supervisory experience.

**Preferred:**

- Master's degree in Business Administration or a related field.
- CPA certification.
- Previous government and/or public transportation experience.

I understand the description of this job and the essential functions as given above. I also understand that this job description does not contain a comprehensive listing of activities, duties, or responsibilities that may be required of this position. Duties, responsibilities and activities may change, or new ones may be assigned at any time. I will perform those above and other related duties as directed.

**EMPLOYEE NAME:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_