

Veolia Transportation Services, Inc.

Division: Paratransit
Location: San Francisco Office
Position: Director of Finance & Administration
Reports to: General Manager
Salary: \$70,000 - \$80,000 DOQ
Position Type: Exempt

Key Responsibilities/Duties: (1) Oversee and manage the development of all financial information related to this project and to reconcile all financial matters for this project including data, reports, payroll/benefits administration, A/P and A/R; and, (2) Manage and oversee the day-to-day administrative functions of this office including passenger eligibility function, IT functions and the proper administration of all contracts including oversight of contract performance, contract correspondence, new procurements, all contract administration-related activities, etc.

General Duties: Coordinates frontline managers responsible for the day-to-day functions of the SF Paratransit office and is responsible for the planning and analytical responsibilities of the San Francisco office including all federal, state and local reporting; data generation; contractor payments; bank activity; etc. The incumbent must be capable of working independently and achieve a high level of productivity with little or no direct supervision. Workdays are Monday through Friday, 8 am to 5 pm, with occasional attendance at meetings and other work-related activities/projects outside the stated days/hours. This position requires the incumbent to have the ability to establish priorities and move quickly in a dependable and predictive manner while acting independently and possessing a flexible and adaptable demeanor.

Must be able to communicate, both orally and in writing, in a concise, clear and professional manner and possess the ability to explain project-related information, particularly fiscal data. Experience in leading and managing others and knowledge of contracts, contract management, reporting, information systems, experience with understanding federal, state and local laws is also required. Oversight of coordination of federal, state and local reporting requirements such as FTA drug/alcohol testing standards, NTD reporting, MTC annual reporting, SBE/LBE/DBE monthly reporting, and other tasks such as review of Section 5310 grant applications, San Francisco taxicab ordinances and Muni minimum taxi requirements.

Must be able to establish clear performance objectives of direct reports and offer periodic feedback on performance. Must be able to effectively communicate expectations to the position's direct reports on the establishment and execution of project goals while fairly evaluating their performance. Must have experience with procurements and possess keen attention to detail and understanding of contracts and logic.

Skills/Knowledge/Abilities: Strong leadership skills and abilities. Capable of communicating clearly at all times and in all situations and interacting with diverse groups of people in an organized, sensitive, caring and understanding manner. Candidate must be capable of demonstrating excellent writing and speaking skills. High-level computer skills are a requirement of this job; including knowledge of MS Excel, Word, Power Point, Outlook, and possess willingness and ability to learn new software suites programs. Experience with Trapeze PASS or other paratransit software a plus. Candidate must possess the ability to read and comprehend federal provisions and state and local laws. Knowledge of and experience with governmental affairs or governmental relations is a plus. Familiarity with government service contracts (such as cost-plus and fixed fee), FTA procurement best practices (FTA Circular 4220.1f), FTA Substance Abuse compliance and FAR also desirable. Knowledge of or ability to quickly learn ADA Paratransit eligibility criteria and processes required.

Other Duties: This job may require occasional work in governmental relations/affairs. Either the General Manager or the Regional Vice President would delegate any work in this area. Position will require occasional attendance at service provider and/or public meetings regularly and training sessions for drivers, supervisors and other personnel. Will make oral and/or written presentations as needed. Other duties as assigned.

Experience/Educational Requirements: Graduation from an accredited four-year college or university is required. Graduate degree or the completion of some graduate schoolwork preferred. At least three years of progressively increasing responsibility work experience in a fast paced transit operations environment preferred with general knowledge of IT systems, financial systems and software, report formatting and ADA-paratransit eligibility criteria. Supervisory experience also a must.

Work Environment: Ninety-five percent (95%) of the work performed in the capacity of this position is in a professional office environment that is clean, well lit, and in compliance with the ADA's Architectural Standards. Minimal lifting is required and never any more than twenty-five (25) pounds. The remaining five percent (5%) level of work may be performed off-site but never in unsafe or hazardous surroundings. The office is environmentally friendly and neither smoking nor artificial scents are permitted in the work environment.

EOE/M/F/V/D

Internet Web Site: www.veoliatransportation.com