



(509) 525-9140 • FAX (509) 525-9142 • www.valleytransit.com

1401 West Rose, Walla Walla, WA 99362

January 3, 2024

Dear Applicant:

We are seeking a Finance Manager to be responsible for a wide variety of professional-level financial and accounting services, analyze everyday financial activities and maintain the overall financial health of Valley Transit. The Finance Manager shall provide direction and leadership to the Finance Department staff as well as develop and maintain an atmosphere of cooperation and teamwork.

This packet contains a job description, application, and a voluntary personal information form to complete. If you decide to apply, you will need to provide a complete work history and explain any gaps in employment.

The salary range for this position is \$38.97 to \$51.04 per hour. Information on Valley Transit's benefits package can be found in the attached job description.

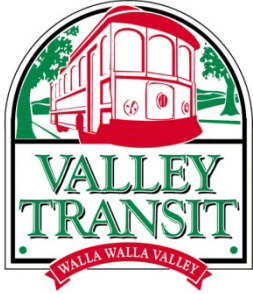
Satisfactory completion of a pre-employment drug/alcohol screen and criminal background check is a condition of employment for this position with Valley Transit.

Return your completed application, resume, and cover letter to our Main Office at the address above or by e-mail to melanie@valleytransit.com. This position is open until filled, with first review of applications received by February 2, 2024. Successful applicants will be contacted to proceed to the next level in our hiring process.

Thank you for your interest in Valley Transit employment. We look forward to hearing from you.

Sincerely,

Melanie Hall
Human Resources Manager



Finance Manager

Department:	Administration
Employee Group:	Non-Represented
Reports to:	General Manager
Supervises:	Finance Staff
FSLA Status:	Exempt

At Valley Transit our Mission is to provide high quality and efficient public transportation services that are responsive to the needs of our entire community; promoting quality of life and a healthy economy.

Position Summary:

This is a highly responsible professional administrative position involved in managing the day-to-day affairs of the transit systems administration office; supervising and assisting in the training of accounting personnel; developing and maintaining budgeting and accounting procedures and controls; serves as Auditor, Treasurer, Risk Manager, and DBE Officer for Valley Transit. This position maintains routine contact and liaison with the general public, community organizations, and other agencies and offices to benefit the mission and public perception of Valley Transit.

Essential Duties and Responsibilities

- Directs the financial affairs of the agency, including handling of all funds, and accounting and reporting procedures
- Works in tandem with the General Manager on short and long-range strategic planning
- Directs the review of all financial transactions and controls the expenditures of funds; enforces compliance with standard accounting systems and fiscal procedures
- Directs Valley Transit's budget process, including long and short-range forecasts of revenue and expenditures, capital budgets, detailed organizational and program budgets
- Directs the implementation of financial and administrative policies, and supports the implementation of personnel policies
- Assists the General Manager in negotiations and labor relations activities
- Prepares applications for state and federal grant programs. Develops and implements a system of internal controls to assure compliance with grant requirements
- Attends board meetings; prepares and presents a variety of reports covering all Valley Transit departments.
- Direct Valley Transit's Insurance and Risk Management program, assuring that risks are adequately addressed
- Provide direction for Valley Transit's Purchasing and Inventory Control program

- Perform all safety and health responsibilities for Safety Committee Members as detailed in the Public Transit Agency Safety Plan (PTASP).
- Assumes additional responsibilities and directs related activities as determined by the General Manager

Knowledge, Skills, Abilities, Qualifications & Characteristics

This position requires a Bachelor’s Degree in Business Administration, Public Administration, or other related discipline. A Master’s degree in an appropriate field of study, or a Certified Public Accountant designation is preferred. Consideration will be given for levels of responsibility in previous work experience.

- Interpret and implement Federal, State, and local laws, rules, codes, and regulations related to Valley Transit business
- Exercise discretion and maintain confidentiality
- Work in a highly visible and demanding environment, adjusting to changing priorities and deadlines with poise and confidence
- Ability to work as a team member independently; effectively apply organizational and time management skills; meet deadlines and comply with Valley Transit policies
- Demonstrated awareness and respect of cultural and individual values; treats all people with dignity, courtesy, and respect
- Dedication to collaboration by sharing time and knowledge with others, and adjusting priorities as circumstances dictate
- Passion for innovation represented in considering new approaches to situations, and encouraging ideas and improvements
- MS Office Proficiency
- Obtain/Maintain a driver’s license appropriate to the area of residence (e.g. Washington or Oregon); have and maintain an acceptable driving record

Physical Requirement

Regularly talk and hear with or without reasonable accommodation, demonstrate visual ability which includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus with or without corrective devices. Frequently stand, walk, sit and kneel; regular and repetitive movements required of the wrists, hands, and/or fingers; reach, bend, stoop, and crawl. The ability to lift, push, and/or pull up to 25 pounds.

Working Conditions, Tools, & Equipment

This position will regularly work more than 40 hours per week of effort (an average of two-night meetings per month, for example).

Work is primarily performed in an office environment where noise, distractions, and lack of privacy may be present; generally sedentary in nature. This position may require attendance at employee and/or

public meetings sometimes held in the evenings. May involve travel for training or industry meetings as assigned. Typical office equipment used for the job include: multi-line phone system, computer, printer, fax machine, photocopier, shared networks, 10 key calculator, and several windows-based software programs.

Wages & Benefits

Salary Range: \$38.97-\$51.04 per hour, plus longevity Steps: 10yr, 15yr, 20yr.

Valley Transit provides “employee-only” fully paid premiums for medical, dental, life and long-term disability through the Public Employees Benefits Board (PEBB). Qualifying dependents may be enrolled at the employee’s expense, these premiums are determined annually subject to the Employer Contribution Cap and Employer Pooling Assistance. A \$24,000 Basic Life insurance policy is provided through the Washington Counties Insurance Fund. Employer and employee contributions are made to the State of Washington Public Employees Retirement System (PERS). Employees have the option to enroll in the State of Washington Department of Retirement System’s deferred Compensation program. Employees also have the option to enroll in additional benefits which include Employee-Paid Long-Term Disability, Employee-Paid Flexible Benefits through American Family Life Assurance Company (AFLAC) and additional Employee-Paid Life Insurance coverage through MetLife.

Valley Transit grants annual paid vacation to regular full-time employees which starts at 8 hours per month and increases with continuous employment. All Employees are eligible to accrue Washington Paid Sick Leave at a rate of 1 hour for every 40 hours worked, in addition, full-time employees will accrue Valley Transit Paid Sick Leave at a rate of .02115 per eligible paid hour. Employees will also receive six (6) paid Holidays and three (3) paid Floating Holidays each calendar year. The number of paid Floating Holidays increases with continuous employment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

1401 West Rose Street
Walla Walla, WA 99362



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www.valleytransit.com

EMPLOYMENT APPLICATION (09-2022)

INSTRUCTIONS

An incomplete application may disqualify you from further consideration. 'SEE RESUME' will not be accepted

Valley Transit is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. Valley Transit follows the requirements of the "Fair Chance Act", under RCW 49.94. Valley Transit will not inquire about prior arrests and convictions until after determining if an applicant is otherwise qualified for the position for which the applicant applies, except as allowed under RCW 49.94.10.

APPLICANT INFORMATION

Position Applied For:		Wage or Salary desired? \$	
Having reviewed the recruitment announcement and the position description, are you able to perform the essential functions of the position for which you are applying, with or without accommodation?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Last Name:	First Name:	M.I.:	
Mailing Address:			
City:	State:	Zip Code:	
Phone:	Email:		
Are you authorized to work in the U.S. on an unrestricted basis? YES <input type="checkbox"/> NO <input type="checkbox"/>	Are you over 18 years of age? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you ever worked for Valley Transit? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide position(s), date(s) of employment, and why you left Valley Transit.			
Are you related to/in a relationship with any current Valley Transit employee that could result in a conflict of supervision if you were subsequently hired? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide name and relationship with employee(s).			
Are you willing and able to work the following hours and/or days (as required by the position for which you are applying)? Check all that apply.	Full-Time <input type="checkbox"/>	Weekends <input type="checkbox"/>	
	Part-Time <input type="checkbox"/>	Holidays <input type="checkbox"/>	
	Overtime <input type="checkbox"/>	Split Shifts <input type="checkbox"/>	
	Evenings <input type="checkbox"/>	Irregular Hours <input type="checkbox"/>	

EMPLOYMENT REFERRAL SOURCE

How did you learn of this employment opportunity?

MILITARY SERVICE

Branch:	From: (MM/YY)	To: (MM/YY)	Rank at Discharge:
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TRAINING/PROFESSIONAL CERTIFICATION

Please list any training (including the number of hours) you have attended and any professional certifications that are relevant to the position for which you are applying.

EDUCATION

High School:		City, State:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	If NO, do you have a GED/equivalent? YES <input type="checkbox"/> NO <input type="checkbox"/>	
College:		City, State:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	If YES, degree/certification earned: If NO, number of credits earned:	
Other Training/Education:		

EMPLOYMENT HISTORY

Please provide your chronological work and relevant volunteer history for the previous 10 years (do not use "See Resume").

Current or Most Recent Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	

Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Previous Employer:		
Address:		Phone:
Date Started:	Date Left:	Hours Per Week:
Name and Title of Supervisor:		
Description of Duties:		
Reason for Leaving:	May we contact your supervisor? YES <input type="checkbox"/> NO <input type="checkbox"/>	
EMPLOYMENT GAPS AND OTHER INFORMATION		
Please explain any gaps of employment and attach additional pages as necessary.		
DISCLAIMER AND SIGNATURE		
<p><i>I certify that the facts set forth in this Employment Application are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize Valley Transit to make an investigation of any of the facts set forth in this application.</i></p> <p><i>I understand that employment at Valley Transit is "at will," which means that either I or Valley Transit can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of Valley Transit, other than the General Manager has any authority to alter the foregoing. I also understand that this application and all submitted attachments become the property of Valley Transit.</i></p>		
Signature:	signed electronically	Date:
ADDITIONAL INFORMATION		
Please note that contact is made PRIMARILY THROUGH EMAIL, so be sure to check your email often, including your "junk" email to prevent you from missing a communication from Valley Transit regarding your application. Your patience during the selection process is appreciated. Thank you for your interest and best wishes.		



Applicant Voluntary EEO Self Identification Form

Valley Transit is an equal employment opportunity employer. Discrimination in employment is prohibited under Washington State Law, Title VII of the Civil Rights Act of 1974, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. As an equal employment opportunity employer, Valley Transit is committed to providing a work environment free from any form of discrimination.

For the purpose of effectively implementing Valley Transit's Equal Employment Opportunity Program, we would appreciate your assistance in providing the information listed below. This information will enable Valley Transit to evaluate its recruitment process in light of State and Federal equal employment opportunity laws.

Completion of this form is voluntary.

THIS FORM WILL BE SEPARATED FROM YOUR APPLICATION PACKET PRIOR TO THE APPLICATION SCREENING PROCESS.

Position applying for:

Date:

Name (First, MI, Last):

Gender: Male Female I do not wish to disclose this information

Definitions of race/ethnicity are on the next page (*as defined by the Equal Employment Opportunity Commission*).

Race/Ethnicity Identification Categories (choose one):

White/Caucasian

Black/African American

Native Hawaiian/Pacific Islander

Asian

Hispanic/Latino

American Indian/Alaskan Native

Two or more races

I do not wish to disclose this information

Definitions of Race/Ethnic Categories:

Hispanic or Latino: a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

White or Caucasian: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Black or African American: A person having origins in any of the black racial groups of Africa

Native Hawaiian or Other Pacific Islander: A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

American Indian or Alaska Native (not Hispanic or Latino): a person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment

Two or More Races: All persons who identify with more than one of the above races