



## LUZERNE COUNTY TRANSPORTATION AUTHORITY

### JOB OPENING ANNOUNCEMENT

#### DIRECTOR OF FINANCE

The Director of Finance is responsible for directing and controlling all activities of the Finance Division as well as financial project management of various capital projects of the Authority, budget and risk management, grant preparation and requests, development and implementation of financial policies, procedures and practices for revenue forecasting, debt management and audit coordination. Some pertinent responsibilities of the position are: Provides leadership for the Authority in the development and implementation of financial, purchasing, contract management systems, asset management, budgeting and risk management matters; Establishes and maintains the financial and accounting systems for the Authority; oversees the preparation of financial statements and related reports and the disbursement of funds; Prepares annual audit reports and the annual capital program; Prepares and submits grant requests; ensures grant requirements are met; maintains grant files and records; prepares and submits narrative and financial reports pertaining to grants; prepares and submits grant closeout reports; Oversees the preparation of bid and proposal package for goods and services; ensures compliance with federal/state requirements; develops and reviews specifications for goods and services; Maintains positive working relations for the Authority with Federal Transit Administration, Penn DOT and other parties; For detailed information on our organization, the community, this position and minimum qualifications, please see the recruitment ad and job description located on the LCTA website: [lctabus.com](http://lctabus.com)

Full benefit package includes paid time off (vacations, personal days, sick days, holidays), Health Insurance (medical, dental and vision), pension, Life Insurance, Long and short Term Disability, Employee Assistance Program (EAP), and free transit pass. Applicants will be subject criminal background check and drug testing. Qualified candidate resumes may receive additional information from the HR Director at 570-288-9356. You may send your resume and a cover letter to the following email: [Jhennigan@lctabus.com](mailto:Jhennigan@lctabus.com) or mail it to HR Director 315 Northampton St., Kingston, PA 18704. LCTA is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business needs. LCTA is looking to fill a top-level, executive management financial position that will exercise strategic visionary thinking with long term organizational impact while contributing to the well-being of the community. The preferred candidate will have 7 years of experience in public sector and/or public transit financial management, financial reporting, financial statement responsibility and fiscal controls. The Luzerne County Transportation Authority serves Luzerne County, Pennsylvania and surrounding area.