

Tillamook County Transportation District
JOB DESCRIPTION
Updated July 1, 2025

Job Title: **FINANCIAL SUPERVISOR** (confidential)
Supervised by: General Manager
Status: Full Time Exempt Employee
Pay Range: \$59,696 to \$98,840 Annually
\$28.70 to \$47.52 Hourly

POSITION SUMMARY

The Financial Supervisor is responsible for overseeing the District's accounting, payroll and human resources functions. The Financial Supervisor performs accounting and finance functions involving the accounting, recording, and reporting of financial transactions of the District. In addition, the Financial Supervisor develops and implements the District's human resource policies and procedures. The Financial Supervisor also administers employee benefits, directly supervises the Office Assistant, and audits, reviews, and reconciles the District's payroll. When assigned by the General Manager, the Financial Supervisor assists others with special projects. The Financial Supervisor must demonstrate good judgment, meet deadlines, and be able to handle confrontational or stressful situations, and work effectively with other employees, the public, government employees, and vendors. The Financial Supervisor fosters an overall positive atmosphere within the District.

ESSENTIAL FUNCTIONS*

Accounting and Finance Functions:

- Assist General Manager in the preparation of monthly financial and operating reports for board meetings.
- Attend board meetings as directed and be available for financial discussions.
- Assist General Manager with developing annual budget. Prepare final budget and resolution for adoption by board of directors.
- Prepare monthly estimates of projected revenues and expenditures.
- Develop, update, maintain, and enforce the District's financial policies and procedures.
- Account for grant funds and assist General Manager with preparing and filing periodic grant reports.
- Audit accounts payable and receivables, including billing, payments, follow-up, and maintenance of contracts and services.
- Work with District management team in developing solicitations, recommendations for award, and contracts. Assist in contract negotiations as needed.
- Manage procurement process and ensure compliance with public procurement laws and regulations.
- Work with District staff, vendors, and members of the public to resolve questions, conflicts, and protests arising during the solicitation process.
- Monitor District spending and maintain a system of controls to ensure expenditures are compared to adopted budget.
- Audit invoices, identify and correct discrepancies with vendors, balance to the general ledger, and review checks to be signed by General Manager.
- Oversee a database system for financial reporting. Detect and correct errors by reviewing

reports and reconciling them with supporting documentation. Prepare adjustments and journal vouchers as needed.

- Maintain the fixed asset register.
- Assist in the preparation and ongoing tracking of department and District budgets.
- Reconcile cash accounts in the general ledger, prepare journal vouchers for corrections, and post transactions.
- Prepare fund transfers for secondary approval.

Human Resource and Payroll Functions:

- Oversee human resources function, including benefits administration, labor relations, and statutory compliance with federal, state, and local employment.
- Develop, update, maintain, and administer the District's human resources policies, procedures, programs, and benefits as directed by the General Manager.
- Directly supervise Office Assistant; interview and select reporting staff; provide direction, information communication, motivation, training, and leadership; monitor and evaluate performance on an ongoing basis.
- Manage, promote, and provide instruction on the District's 457(b) deferred compensation program.
- Research, recommend, and implement employee wellness and recognition programs as directed by General Manager.
- Assist General Manager with negotiations of collective bargaining agreements (CBA).
- Provide support and expertise to hiring managers to ensure all recruitment and selection procedures comply with statutory and CBA requirements, and District policies.
- Review payrolls to ensure accuracy and compliance with all applicable state and federal wage and hour laws.
- Audit and reconcile timesheets, payroll taxes, deferred compensation, benefit premiums, and paid sick leave and vacation accruals.
- Administer employee leaves of absence and manage workers' compensation claims.
- Prepare monthly, quarterly and year-end financial and payroll reports.
- Facilitate management and employee understanding of payroll procedures.
- De-escalate confrontational or stressful situations by exercising good judgment, professionalism, and empathy.

ADDITIONAL DUTIES & RESPONSIBILITIES

- Ensure quality control over shift bid process.
- Assist with research and project development, and compile reports for board meetings and other needs as directed.
- Serve as administrator for the Budget and Special Transportation Fund Advisory Committees.
- Support General Manager's efforts to apply for grant funding.
- Assist with payroll processing and accounts receivable when needed.
- Create documents and correspondence using computer and presentation programs.
- Order or purchase routine supplies and equipment.
- Other tasks as assigned by the General Manager.

REQUIRED EDUCATION, KNOWLEDGE, SKILLS, AND EXPERIENCE

- Must have Associate's degree and at least one (1) year of human resource or payroll related experience, and at least (3) years of accounting or finance related experience.
- Must have complete familiarity and experience with general accounting practices, including GAAP and accrual accounting.

- Must have experience with payroll process and wage and hour law.
- Must have experience in public fund accounting, including grant management.
- Must have intermediate-level knowledge of employment law, labor law, and human resources compliance issues.
- Must be able to maintain a high degree of confidentiality.
- Must demonstrate attention to detail in composing, typing, and proofing materials, establishing priorities, and meeting deadlines.
- Must be able to understand and follow written or oral instructions and proactively seek clarification from General Manager when necessary.
- Must demonstrate a high degree of ethical practice and personal integrity.
- Must have excellent telephone, face-to-face, and written communication skills.
- Must be proficient with computers, including windows-based applications, email and on-line research.
- Must possess strong organizational skills.
- Must have experience operating office machines (i.e. copier, fax and scanner)

PHYSICAL REQUIREMENTS

- Work is performed in an office environment.
- Frequent sitting, keyboarding and hearing voice conversations is required.
- Occasional bending, squatting, lifting up to 20 pounds, pushing, reaching and walking is required.

** Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position. Please see the TCTD Personnel Policies & Employee Handbook, Policy 2(C) for additional information.*