

# Marin County Transit District

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Is recruiting for ...

## **DIRECTOR OF FINANCE**

**\$171,966 - \$232,143 annual** salary (depending on qualifications) and an outstanding benefits package

### **About the District...**

**Marin County Transit District** (Marin Transit) is responsible for funding, planning, and management of all local public transit services operating within Marin County, including fixed route, community shuttle, supplemental school, and paratransit services. Marin Transit works closely within the community to develop and deliver the most strategic, effective, and efficient local transit system in northern California. For additional information about Marin Transit, please visit our website at [www.marintransit.gov](http://www.marintransit.gov).

### **About Marin County...**

Located just across the Golden Gate Bridge, and minutes from downtown San Francisco, Marin County is a dynamic, economically, and culturally diverse community of 260,000 informed and involved residents. Marin County is marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. Marin County is known for its combination of rural and suburban lifestyles and is a recreation destination for the entire Bay Area with more than 140,000 acres of federal, state and county parkland, county open space and water district lands. The mild year-round climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer.

### **The position of Director of Finance...**

Under the administrative direction of the General Manager, the Director of Finance serves as the District's executive-level financial leader, responsible for planning, directing, and overseeing all finance programs, long-range financial strategy, and high-impact fiscal initiatives.

This position provides authoritative analysis and recommendations on major financial decisions, leads development of the annual operating and capital budgets, oversees accounting operations and internal controls, ensures audit readiness, directs financial systems, and manages complex grant funding strategy and compliance.

The Director of Finance serves as a key member of the Executive Team, contributing to District-wide strategic planning, organizational development, and executive decision-making.

## **Distinguishing Characteristics**

This is a Director-level classification. The Director of Finance exercises broad authority, independent judgment, and strategic leadership over District finance functions. Responsibilities include establishing financial priorities and standards, directing major policy work, resolving escalated and sensitive issues, and representing the District in high-level interagency and public settings.

Unlike a Manager role, which focuses on day-to-day operations, the Director establishes broader financial direction, aligns financial practices with District goals, and retains delegated decision authority over major policy, resource allocation, and organizational matters.

## **Supervision Received & Exercised**

### **Supervision Received:**

Administrative direction from the General Manager.

### **Supervision Exercised:**

- Full supervisory responsibility over assigned staff including hiring, coaching, training, performance management, work assignment, and evaluation.
- Oversees consultants, vendors, contractors, and other professional partners.
- Provides cross-departmental functional leadership to ensure financial and grant compliance.

## **Essential Duties**

Duties include, but are not limited to:

### **Financial Leadership & Oversight**

- Plan, direct, and oversee the District's finance programs, including accounting, cash management, accounts payable/receivable, payroll, financial systems, and internal controls.
- Lead development and Board adoption of the annual operating budget; ensure alignment with funding constraints and Board direction.
- Prepare consolidated materials supporting adoption of the annual capital budget, coordinate closely with Capital Projects and other departments.

### **Financial Reporting & Forecasting**

- Monitor and report on financial status through monthly, quarterly, and year-end reporting.
- Develop and maintain multi-year financial models (e.g., 10-year operating model) to support strategic planning and sustainability.
- Conduct executive-level financial analysis, including scenario modeling for service levels, contracts, long-term commitments, and strategic initiatives.

### **Grants & Funding Strategy**

- Lead strategy development for identifying and securing grant funding.
- Support development of grant applications, match strategy, and financial eligibility.

- Oversee post-award financial compliance, reporting, reimbursement processes, and drawdowns.

### **Audit, Compliance & Controls**

- Direct external audits and financial reviews; ensure timely and accurate submissions; implement corrective actions when necessary.
- Improve financial and grant-related policies, procedures, and internal controls to support compliance and efficiency.

### **Contract, Capital, and Agency Coordination**

- Provide financial analysis and support for contract negotiations and cost evaluations.
- Participate in capital procurement and coordinate funding strategy and eligibility.
- Represent the District in coordination with partner agencies and funding organizations.

### **Leadership & Staff Development**

- Select, supervise, mentor, and evaluate staff.
- Establish work plans, priorities, and performance measures.
- Lead complex, high-impact initiatives and resolve sensitive or escalated issues.

### **Education & Experience**

Any combination of education and experience that provides the required knowledge and abilities is qualifying.

Typical qualifications include:

- Bachelor's degree in accounting, finance, economics, business/public administration, planning, or a closely related field.
- At least seven (7) years of progressively responsible professional experience in public-sector finance, budgeting, financial reporting, and grants administration.
- At least two (2) years in a management or supervisory role.
- Additional directly related experience may substitute for education on a year-for-year basis, consistent with District Policy.

### **Knowledge of:**

- Public agency accounting, internal controls, and financial audits
- Public-sector budgeting and governance
- Multi-year forecasting and financial modeling
- Public transit financial structures (operating & capital)
- Grant lifecycle requirements and audit-readiness expectations
- Procurement fundamentals and grant compliance

- Financial analysis for executive decision-making
- Public-sector financial systems and reporting tools
- Roles and expectations of external funding and oversight agencies

**Skill in:**

- Developing and directing multi-year financial models
- Translating complex data into clear, decision-ready materials
- Scenario modeling for negotiations and strategic planning
- Coordinating complex multi-department financial inputs
- Policy and procedure development for financial operations
- Building productive relationships with partner agencies
- Supervising and developing staff
- Managing multiple complex priorities with accuracy and timeliness
- Advanced spreadsheet modeling and analysis

**Ability to:**

- Exercise independent judgment in a public agency setting.
- Represent the District effectively in high-level meetings.
- Communicate complex financial concepts to diverse audiences.
- Balance operational needs, compliance requirements, and financial constraints
- Assess risk and defensibility of financial work products.
- Travel and work outside regular business hours as required.

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**Physical Working Conditions:**

The physical demands and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be provided as required by law to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office environment with regular fieldwork required to monitor contractor performance and service quality. Fieldwork may include walking at transit centers, visiting contractor facilities and yards, and riding transit vehicles to observe operations and engage with frontline staff.

While performing the duties of this classification, an employee may be required to stand and walk; use hands and fingers to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee may occasionally also be required to sit; climb or

balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee must occasionally lift and/or move up to 25 pounds.

**EEOC Statement**

Marin County Transit District is an Equal Opportunity Employer and does not discriminate on the basis of any legally protected status. The District will provide reasonable accommodation as required by law.

**Benefits Include:**

- Employer paid premiums for employees' medical insurance and 95% of base HMO premium for families.
- Employer paid dental and vision insurance.
- Employer paid Employee Assistance Program (EAP)
- Employer paid life insurance, short-term and long-term disability insurance.
- Optional flexible spending account.
- Transit benefits.
- Two weeks of vacation increased with seniority.
- 11 ½ holidays plus 2 floating administrative days.
- Deferred compensation plan; and
- Employer contribution of 10%-15% of salary to 401(a) retirement account based on years of service.

**To Apply:**

**This position is open until it is filled and may close without notice.**

For an application, please visit <http://www.marintransit.gov/jobs.html> and click "Employment Application". Submit the completed application, a resume, cover letter in pdf format to [hr@marintransit.gov](mailto:hr@marintransit.gov) or mail to Marin Transit, Attention HR, 711 Grand Ave, Suite 110, San Rafael, CA, 94901.

Applications/resumes received will be screened according to the qualifications outlined in this posting. The most qualified candidates will be invited to interview. Finalists will be asked to provide references and undergo a background check to verify information supplied in the application materials.

If you have questions about this job, the hiring process, or Marin Transit's benefit package, please email Holly Lundgren at [hlundgren@marintransit.gov](mailto:hlundgren@marintransit.gov) and reference Director of Finance job opportunity.