



Cape Fear Public Transportation Authority
(dba Wave Transit)
Director of Finance
JOB DESCRIPTION

POSITION TITLE: Director of Finance

JOB SUMMARY: Under general direction, provides highly responsible and complex financial management to the Executive Director. Administers the Authority's budget including preparation, purchasing, capital planning and revenue monitoring. Oversees federal and state funded transit grant programs including grant application, compliance management and mandated reporting. Manages financial arrangements with private contractors, third-party vendors, nonprofits and governmental agencies.

STATUS: FLSA Exempt

HIRING RANGE: \$95,000-\$105,000 annually depending on qualifications

WORK SCHEDULE: Forty (40) hour work week, typically 8:00 am until 5:00 pm, Monday through Friday. Office located at Wave Transit Forden Station, 505 Cando Street, Wilmington NC 28405.

REPORTS TO: Executive Director

DESCRIPTION OF DUTIES/RESPONSIBILITIES:

- Oversee financial operations for the Authority. Manages the receipt and disbursement of all funds and associated pre-auditing
- Prepare all financial reporting activities, including income statements, balance sheets, and analyses of current and future earnings and expenses, that summarize and forecast the organization's financial position
- Prepares financial presentations and reports for the Board of Directors and applicable committees; presents financial information and recommendations to support policy and operational decisions.
- Plan, organize and direct the activities of Finance Department, including all accounting functions, accounts payable, accounts receivable, grant administration, payroll, and purchasing
- Manage local, state, and federal grants, including assisting in the filing of grants and compliance; performs forecasting and accounting for the use of grant funds
- Supervision of accounting, budget, finance, grants management, and procurement departmental employees
- Assists in the planning, financing, and administration of capital projects, including debt issuance, financing agreements, and grant-funded capital programs.
- Administer the Authority budget including planning, preparation, purchasing, capital planning and revenue monitoring

- Prepare and submit monthly, quarterly, and annual reports required by Local, State, and Federal regulatory agencies
- Analyze and evaluate the suitability of existing and alternative practices and procedures in all aspects of fiscal practices and financial management; makes recommendations for procedural and policy changes
- Direct and review annual audits by external auditors, as well as conducting periodic reviews of the Authority's finances
- Perform financial oversight of third-party contractor employee transactions to include: fare counting procedures and compliance; fare recovery ratio reports; capital inventory reconciliation; and other associated financial oversight duties as assigned
- Serves as project manager for monitoring, soliciting, negotiating, and administering departmental contracts
- Ensures compliance with federal, state, and local procurement requirements and co-manages major procurements with the Deputy Director. Serves as principal liaison with financial institution(s), monitors collateral sufficiency and related compliance with financial institution contract(s) terms.
- Serve as principal Federal Transit Administration (FTA) National Transit Database (NTD) coordinator responsible for financial data compilation and submittal
- Manages contract, timekeeping and progress reports for the Wilmington Metropolitan Planning Organization (WMPO) FTA Section 5303 Transit Planning Grant annually awarded to the Authority
- Develops, implements, and monitors internal controls to safeguard Authority assets, ensure regulatory compliance, and mitigate financial risk.
- Performs other job-related duties and responsibilities as assigned

QUALIFICATIONS:

- A bachelor's degree in finance, accounting, or a related field. Master's degree in Accounting, Business Administration, or Finance preferred
- Certified Government Financial Manager (CGFM), Certified Management Accountant (CMA), Certified Public Accountant (CPA), and/or Chartered Global Management Accountant (CGMA) preferred
- Thorough knowledge of accounting and auditing theory and practices including GAAP, GAAS, GASB and automated financial systems
- Finance and accounting, budgeting and strategic forecasting, cash management experience, experience in public transportation preferred
- Five years' experience in accounting, finance, and administration in public sector Experience in North Carolina governmental accounting including compliance with the NC Local Government Commission
- General knowledge of regulatory requirements (i.e., FLSA, payroll laws, federal OMB, etc.)
- Must meet requirements for public official bond which include credit investigation
- Must possess valid North Carolina Driver License
- Pre-employment background check and drug screen required

SKILLS REQUIRED:

- Demonstrated excellent interpersonal relationship and teambuilding skills
- Demonstrated strong analytical, problem-solving, and negotiation skills
- Demonstrated superior verbal and written communication skills
- Proficiency in Microsoft Office Suite, specifically Microsoft Excel
- Proficiently operate computerized accounting/financial software
- Adept public speaker/presenter

PHYSICAL REQUIREMENTS:

- Typically requires talking, hearing, seeing, and repetitive motions including keyboard entries
- Sedentary to light work: Exerting up to 10-20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects
- May be subject to overnight travel

SPECIAL REQUIREMENTS: Must be available during disaster and emergency events

REVISION DATE: June 2026

NOTE:

This is not an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, Cape Fear Public Transportation Authority reserves the right to revise the functions and duties of the position, or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, staff shortages, workload changes, or technological developments).

I acknowledge and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me.

EMPLOYEE'S NAME

EMPLOYEE'S SIGNATURE

DATE