TRANSBAY JOINT POWERS AUTHORITY

FISCAL SERVICES MANAGER

The Position:

Under the direction of the Chief Financial Officer (CFO), the Fiscal Services Manager is responsible for planning, organizing, managing, and overseeing all fiscal operations of the Transbay Joint Powers Authority (TJPA), including accounting, budgeting, financial reporting, grant administration, and fiscal audits. The Fiscal Services Manager ensures the integrity, accuracy, and transparency of financial records and reporting, while maintaining compliance with all applicable policies, contractual obligations, and current federal, state, and local regulations.

This is a hands-on managerial position requiring in-depth knowledge of governmental accounting and budgeting standards, procurement practices, and internal controls. The Fiscal Services Manager leads a team of finance professionals and works closely with executive leadership, external auditors, funding agencies, and vendors to support the agency's financial health and operational goals.

Essential Duties and Responsibilities

Duties include, but are not limited to, the following:

Financial and Accounting Oversight

- Oversee and ensure the accuracy, completeness, and timeliness of all core accounting functions, including accounts payable (AP), accounts receivable (AR), general ledger (GL), journal entries, bank reconciliations, fund balance management, year-end closing, and preparation of financial statements.
- Monitor and enforce internal controls and segregation of duties. Develop and update accounting procedures and practices as necessary.
- Review and approve financial transactions to ensure proper coding, documentation, and compliance with applicable accounting standards (Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), Generally Accepted Auditing Standards (GAAS)).
- Ensure that invoices and contractor progress payments are properly reviewed and verified for accuracy, adherence to contract terms, and compliance with the most current federal requirements (e.g., 2 Code of Federal Regulations (CFR) Part 200 Uniform Guidance, Federal Transit Administration (FTA) Circulars, Buy America, Disadvantaged Business Enterprise compliance).
- Lead the preparation and coordination of the annual financial audit, Single Audit, and other required audits (e.g., funding agency reviews), collaborating with external auditors and internal staff to ensure timely and accurate completion.
- Monitor and evaluate financial performance and provide data-driven recommendations for improvement or corrective actions.
- Oversee the development and maintenance of accounting systems and technology used for financial reporting, budgeting, and grant tracking.

Budgeting and Financial Planning

- Oversee TJPA's annual operating and capital budget development and implementation, ensuring alignment with strategic priorities and funding requirements. Analyze budget requests and financial data to recommend the appropriate annual and multi-year budgets to the CFO.
- Track budget-to-actual performance throughout the fiscal year and provide monthly variance reports to the CFO and division directors.
- Oversee the preparation of monthly, quarterly, and annual financial reports for internal and external stakeholders, including the TJPA Board.
- Develop, implement, and maintain financial policies and procedures consistent with TJPA's objectives, federal guidelines, and industry best practices.
- Serve as a technical expert on financial matters for TJPA leadership and provide guidance and training to both finance staff and other agency departments.

Contract and Grant Compliance

- Ensure financial operations comply with the terms and conditions of funding agreements, grant requirements, interagency Memorandums of Understanding (MOUs), and professional services or construction contracts, and provide direction on corrections needed for compliance.
- Coordinate with project managers and procurement staff to validate contractor billing, verify rate applications (e.g., audited overhead), and track expenditures against contract not-to-exceed amounts.
- Maintain compliance with current federal, state, and local grant rules and regulations and oversee submission of periodic grant reimbursement requests, financial status reports, and required documentation.
- Closely coordinates with the CFO on identifying existing annual allocations of funding, potential (grant) funding sources, identifying eligible project scope, prioritizing funding sources and the overall grant and financial management philosophy and strategy of the TJPA's finances.
- Responsible for the preparation, submission, administration, reporting, amendments and close out of grants and other funding sources.
- Responsible for the grant milestone and financial reporting of grants, including Federal Financial Reports (FFRs) and Milestone Progress Reports (MPRs) in Transit Award Management System (TrAMS) and Grant Solutions, and the reporting systems for all other funders.

Leadership and Management

- Supervise, train, and evaluate a team of professional finance and accounting staff; set performance goals and provide coaching, feedback, and development opportunities.
- Assign, review, and approve work of team members; manage staff schedules and leave requests; take or recommend disciplinary actions when necessary in accordance with TJPA policies.
- Serve as backup for the CFO in interdepartmental and interagency financial coordination and communication.

Assist with additional special projects and duties as needed.

Minimum Qualifications:

- Bachelor's degree in Accounting, Finance, Public Administration, Business Administration, or related field (Master's degree preferred).
- Minimum of eight (8) years of progressively responsible experience in accounting, budgeting, financial analysis, and finance division operations, including a minimum of four (4) years supervisory experience.
- Strong knowledge of GAAP, GASB, GAAS, and federal grant compliance (including 2 CFR Part 200).
- Experience managing or supporting audits, budget development, grants management, and compliance.
- Proficiency in financial systems, spreadsheets, and enterprise accounting software.

Desired Skills:

- Experience working in a multi-agency or transportation-related environment.
- Familiarity with capital project accounting and construction progress payment verification.
- Excellent communication, analytical, and leadership skills.
- Demonstrated abilities to both carry out tasks independently and delegate appropriately.
- Detail-oriented with strong organizational and time-management capabilities.

To be successful as an employee of the TJPA you will also:

- Have a passion for our mission
- Be an innovative and creative thinker
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic
- Work well independently as well as part of a team
- Thrive in a fast-paced environment

Compensation

Salary is negotiable dependent upon qualifications and experience. The pay range for this position is $135,200 - $212,160. A comprehensive benefits package includes medical, dental, vision, life insurance, CalPERS retirement plan, 12 days per year vacation, 10 holidays, 12 days per year sick leave, and up to 5 days per year administrative leave.

Application Process

Send a cover letter and resume by December 29, 2025 via e-mail to Nila Gonzales, ngonzales@tjpa.org, or via mail to 425 Mission Street, Suite 250, San Francisco, CA 94105. The successful candidate will be required to pass a background and credit check.

Equal Employment Opportunity

The TJPA is an equal opportunity employer, and we value workplace diversity. We invite resumes from all interested parties, including minorities, women, veterans, and persons with disabilities.

More information about the TJPA can be found at www.tjpa.org