



## Director of Financial Reporting

Washington Metropolitan Transit Authority (WMATA)

Email resume and inquiries  
in confidence to: PRM Consulting Group  
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**ROLE:** Director Level | Full-time, Hybrid | Washington D.C.

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### **COMPENSATION:** Negotiable

The Director must be a high performing professional with broad experience and proven knowledge of the management skills required to effectively perform the role as outlined. As such, the compensation plan for this individual will be commensurate with the skills required of the position and will be negotiated to attract exceptional candidates.

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### **RESPONSIBILITIES:**

The Director of Finance is a core member of the Vice President's leadership team and supports all aspects of the academic function of the authority. The Director reports directly to the Vice President and works collaboratively with the Chief Financial Officer, General Manager/CEO, Board of Directors, Federal Transit Administration, and other audiences. In addition, the Director is an integral component of the financial managerial team. The ideal candidate is expected to have an expert knowledge of complex financial policy, and operational data to guide the preparation of content and the execution of integrated communications plans.

The Director, Financial Reporting is responsible for reporting and communicating Washington Metropolitan Area Transit Authority (WMATA)'s financial plans and strategic goals; developing integrated documentation and making stakeholder presentations. The incumbent is responsible for supervising, originating, coordinating and providing oversight and direction for reporting and communicating Authority-wide budgeting and financial management activities as directed by the Managing Director, OMBS.

The successful candidate will be a hands-on problem solver who can work collaboratively with the C-Suite leadership as well as with cross functional teams. Ideally s/he will be an individual who is deeply experienced in budgeting strategies, techniques, and financial controls.

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### **ESSENTIAL FUNCTIONS:**

We seek individuals who will be committed to the mission of WMATA. While no one candidate will embody all of them, the successful candidate will bring many of the following professional qualifications and personal qualities:

- Effective interpersonal and communication skills, with ability to interact at all levels of the organization.
  - Skilled in establishing and fostering relationships throughout the organization to facilitate work with peers, staff, and leadership.
  - Financial and business information skills with ability to apply business planning, reasoning and decision-making techniques and structures around that information.
  - Skilled in applying logic to complex multi-faceted issues and solve business problems.
  - Skilled at digesting and interpreting information from multiple sources for multiple audiences, with the purpose of defining a cohesive direction for the authority.
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- In compliance with WMATA's policies and procedures, the incumbent will be accountable for planning, directing, coordinating and managing the financial documentation and communication activities of office branch managers. Supervises subordinates including recommending applicant selection, disciplinary actions, grievances resolution, assigning duties, directing work, and ensuring appropriate staff training.
  - Serves as the lead for monthly and quarterly financial document development, financial performance reporting and communications to the Managing Director, OMBS; Chief Financial Officer (CFO); General Manager/Chief Executive Officer (GM/CEO); Jurisdictional Coordinating Committee (JCC); WMATA Board of Directors; Federal Transit Administration (FTA); and other audiences.
  - Plans, directs, coordinates and evaluates the preparation of financial documents, reports and information presented to the Managing Director, OMBS, CFO, GM/CEO, Board Finance and Budget Committee and Board of Directors using complex and sensitive material including statements, talking points and presentations.
  - Develops, manages and implements integrated financial communication plans and documents in support of WMATA's business plans and financial performance while working with OMBS staff, as well as staff throughout WMATA to research, synthesize complex financial, policy, and operational data to guide both the preparation of content and the execution of integrated communications plans.
  - Provides strategic counsel to executive leadership on financial communications content. Partners with senior leaders and staff to develop accurate and consistent messaging, initiates and prepares content direction for internal and external programs, as well as provides guidance and direction on Board presentations to effectively represent WMATA's financial position.
  - Sets standards for message content, consistency and tone, and the appropriate communication vehicle; consistent with organizational goals and principle standards.
  - Establishes work goals for subordinates which will be measured against their performance plan and evaluation. In conjunction with the branch managers of the office and under the general guidance of the Managing Director, OMBS, plans, directs, coordinates and evaluates the preparation and publication of the Authority's annual operating program, budget books and related documents. Coordinates extensively with local jurisdictions in development and approval of these documents.
  - Coordinates extensively with the local jurisdictions in the planning, evaluation, development, negotiation and management of financial communications supporting jurisdictional contributions and reporting.
  - In accordance with Authority wide fiscal responsibility, assists in shaping financial plans, budgets and programs to efficiently and effectively convey financial integrity and uphold the public trust that WMATA's finances are well managed.
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## **MINIMUM QUALIFICATIONS**

### Education

- Bachelor's degree in Business Administration, Accounting, Public Administration or related management field.

### Experience

- Minimum of ten (10) years of progressively responsible management experience overseeing budgets, planning, management and administration of programs, projects and financial reporting.

### Certification/Licensure

- None

### Preferred

- None
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WMATA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, status as a protected veteran, or any other status protected by applicable federal law. This posting is an announcement of a vacant position under recruitment. It is not intended to replace the official job description. Job descriptions are available upon confirmation of an interview.