



**Title: Chief Financial Officer**

FLSA Status: EXEMPT

**BRIEF DESCRIPTION:**

The Chief Financial Officer provides leadership and management by planning, organizing, directing and coordinating the District’s financial planning, accounting, budgeting, revenue, treasury, and grants administration and management and the District’s financial analysis and reporting functions.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b> Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	<b>(L) Light</b> Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	<b>(M) Medium</b> Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	<b>(H) Heavy</b> Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	<b>(V) Very Heavy</b> Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	The Chief Financial Officer represents the General Manager/CEO in a variety of capacities as assigned, serves as a member of various internal and external teams or committees and provides overall direction for the District’s finances. In addition to providing oversight for the more traditional accounting and transaction-oriented activities, performs strategic analysis and financial projections. Develops an overall financial plan for the district and provides high-level financial analysis (including sensitivity and risk assessment) consistent with the District’s future vision and long-range plans. Develops a comprehensive multi-year capital program budget, including well-defined asset replacement projections and ensures connection between service planning and annual budgeting. Also formulates policies, procedures and practices for the assigned functional areas within the Finance Division and makes recommendations to the General Manager/CEO and the Board.	40%
2	S	Accounting function: Plans, organizes, directs and coordinates the full range of activities related to general ledger, accounts payable, payroll, accounts receivable and the physical tracking and accounting of fixed assets. For accounts payable, assures the timely payment of all invoices and claims, the tracking of the District’s liability on a daily basis and the forecasting of future payment amounts and due dates. When involved with accounts receivable, directs staff in the accounting and depositing of the District’s money. For payroll, assures the timely payment of RT staff.	10%



3	S	Revenue functional area: Plans, organizes, directs and coordinates the collection and recording of any cash revenue for RT including daily cash collection from fare boxes and fare vending machines. Also directs activities in revenue analysis and reconciliation with ridership counts.	2%
4	S	Treasury function: Plans, organizes, directs and coordinates the cash management, investment, financing and banking/operational programs. For cash management, oversees cash flow analysis and the District’s investment account. Provides oversight for District and Pension investment programs and policies; plans and manages debt financing, leasing and other financial strategies from development through selection, implementation and monitoring.	15%
5	S	Grants Management and Administration function: Plans, organizes, directs and coordinates the application for accounting and reporting on all grant revenue and expenditures. When assigned the budgeting function, plans, organizes, directs and coordinates the full-range of budgeting activities including the development of both the operating and capital budgets (annual; multi-year) and (with Business Analysis and Reporting) financial forecasting scenarios. Responsibilities also include overseeing the development of a comprehensive capital improvement program, the identification of grant opportunities, writing federal, state and local grant applications, approving grant allocations for RT divisions/departments and tracking grant expenditures.	20%
6	S	Financial Analysis and Reporting function: Plans, organizes, directs and coordinates the full-range of analysis and reporting activities including performing RT financial analysis and overall financial performance monitoring. Also included is the development and analysis of fare policy and future year financial forecasting; and overseeing the development and administration of external and internal reporting, including but not limited to NTD Reports, federal and state triennial reviews, PUC reports, quarterly reporting, and monthly management reports. This function conducts special projects as required and chairs the Fare Policy Committee.	10%
7	S	Represents the District at national, state and local conferences. The CFO consults with other government agencies, the business community and private organizations to explore new ideas and resolve issues; establishes and maintains an effective system of communications throughout the organization; and performs related duties as assigned.	3%

**JOB REQUIREMENTS:**



-Description of Minimum Job Requirements-	
Formal Education	<p>Four (4) years of college resulting in a Bachelor’s degree or equivalent from an accredited college or university in Accounting, Finance, Business Administration, Public Administration or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of ten (10) years of progressively responsible management experience in public sector finance and accounting.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position as district wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and service levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Directs the preparation of agency financial statements and budget reports.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	



**KNOWLEDGE**

- District’s policies, procedures and functions
- Laws, ordinances, rules, regulations and codes applicable to the functional areas
- Principles of management, supervision and training
- Budget development and administration
- Interviewing and negotiation techniques

**SKILLS**

- Advanced word processing, spreadsheet, presentation and database software
- Specialized software related to functional area

**ABILITIES**

- Plan, organize direct, coordinate and supervise work and staff engaged in the assigned functional
- Serve as an advisor to the General Manager/CEO and Board of Directors
- Gather, assemble, analyze and evaluate financial information and make strategic analyses and financial projections
- Interpret and apply laws, rules and regulations impacting the District’s finances
- Analyze and resolve a variety of complex administrative issues
- Communicate effectively, both orally and in writing
- Establish and maintain effective, cooperative working relationships
- Maintain comprehensive records and reports



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with “X”-

Sedentary <b>X</b>	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations, Observing work duties, Communicating with Co-workers and the public
Sitting	C	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	R	Supplies, files, etc.
Carrying	R	Supplies, equipment, files, etc.
Pushing/Pulling	O	File drawers, tables and chairs
Reaching	O	For supplies, files
Handling	F	Paperwork, files, etc.
Fine Dexterity	F	Using computer keyboard, calculator, etc.
Kneeling	R	Filing in lower drawers
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers, retrieving items from lower shelves
Twisting	F	From computer to telephone, getting inside vehicle
Climbing	C	Stairs (no elevator in Finance building)
Balancing	R	On step stools
Vision	C	Reading, computer screen, driving, observing work site
Hearing	C	Communicating via telephone/radio or in person to co-workers and the public
Talking	C	Communicating via telephone/radio or in person to co-workers and the public
Foot Controls	R	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, fax machine, copier, vehicle, calculator, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	R
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1)

**PROTECTIVE EQUIPMENT REQUIRED:** None

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 2 below)	

(2)

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.