



Title: Vice President, Finance / Chief Financial Officer

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to provide executive direction and management over the areas of Finance, Real Estate and Human Resources. The incumbent provides leadership and strategic direction in policy development activities for assigned areas and directs cross functional planning and major strategic level projects. This position provides support to the General Manager’s office for Board liaison and meetings support, interdepartmental coordination at the executive management level, and District-wide communications.

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.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) 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.

#	Code	Essential Functions
1	S	Accounting Management: Plan, organize, direct, and coordinate the full range of activities related to general ledger, accounts payable, payroll, accounts receivable, and the physical tracking and accounting of fixed assets. Accounts Payable: Assure the timely payment of all invoices and claims, tracking of the District’s liability on a daily basis, and the forecasting of future payment amounts and due dates. Accounts Receivable: Direct staff in the accounting and depositing of the District’s money. Payroll: Assure timely payroll to RT staff. Revenue: Plan, organize, direct, and coordinate the collection and recording of any cash revenue for RT, including daily cash collection from fare boxes and fare vending machines. Direct activities in revenue analysis and reconciliation with ridership counts. Treasury: Plan, organize, direct, and coordinate the cash management, investment, financing and banking/operational programs. Cash Management: Oversee cash flow analysis and the District’s investment account. Provide oversight for District and Pension investment programs and policies; plan and manage debt financing, leasing, and other financial strategies from development through selection, implementation, and monitoring.
2	S	Financial, Grants Management, and Administration: Plan, organize, direct, and coordinate the application for accounting and reporting on all grant revenue and expenditures. Budgeting: Plan, organize, direct, and coordinate the full-range of budgeting activities including budget analysis, development of both the operating and capital budgets (annual; multi-year) and (with Business Analysis and Reporting) financial forecasting scenarios. Responsibilities also include oversee the development of a comprehensive capital improvement program, the identification of grant opportunities, writing federal, state, and local grant applications, approve grant allocations for District divisions/departments, and track grant expenditures. Financial Analysis and Reporting: Plan, organize, direct, and coordinate the full-range of analysis and reporting activities, including perform the District’s financial analysis and overall financial performance monitoring. Also included



		is the development and analysis of fare policy and future year financial forecasting, and oversee the development and administration of external and internal reporting, including but not limited to National Transit Database (NTD) Reports, federal and state triennial reviews, Public Utilities Commission (PUC) reports, quarterly reporting, and monthly management reports. This function conducts special projects as required and chairs the Fare Policy Committee.
3	S	Human Resources: Provides executive oversight for the administration and maintenance of a comprehensive human resources program involving the development, administration, and implementation of personnel rules, regulations, policies and procedures. Human Resources responsibility areas include recruitment, testing, training, classification, compensation, benefits and pension administration.
4	S	Plan, organize, direct and coordinate full range of duties related to the acquisition and disposal of real property and related rights and land use and development involving District property.
5	S	Executive duties: Serve as member of various teams and committees; represent the Executive Management Team in a variety of capacities as assigned. Formulate policies, procedures, and practices for the assigned functional areas and make recommendations to Executive Management Team, General Manager, and Board of Directors. Represent the District at national, state and local conferences. Consult with other government agencies, the business community, and private organizations to explore new ideas and resolve issues; establish and maintain an effective system of communications throughout the organization; and performs related duties as assigned.



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, Business, Public Administration, Finance, 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 the administration of finance and accounting, human resources and real estate services. Public sector experience is preferred.
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	Advanced - 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 has 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	Certified Public Accountant (CPA) license preferred.



KNOWLEDGE
<ul style="list-style-type: none"> • Thorough knowledge of the principles and practices of public sector Financial management. • Laws, ordinances, rules, regulations, and codes applicable to the functional areas • Principles of administration, strategic planning processes and performance management • Principles, techniques and processes of government at the local, regional, state and federal levels • Principles, techniques, and practices of modern public and business administration • Principles and practices of accounting, auditing, and public finance, including budget preparation and control (capital and operating budgets); funding of major public works projects; financial administration; planning and forecasting; and operational and cost accounting • Human Resources principles, practices, laws and regulations • EEO principles, practices, laws and procedures • Financial management to include capital acquisition and control procedures • Real estate acquisition/disposal processes, transit oriented joint development issues • District policies, procedures, and functions • Budget development and administration • Principles of management, supervision and training • Project oversight and project management techniques

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software • Specialized software related to functional area

ABILITIES
<ul style="list-style-type: none"> • Communicate effectively with stakeholders, external organizations and community groups about public transit and the goals/objectives of the District both orally and in writing • Plan, organize, direct, implement, and evaluate the activities of the Finance & Budget Division, including the functions of Accounting & Budget Administration, Finance, and related activities • Streamline financial and budgetary processes • Demonstrate commitment to customer-focused operations, accountability, transparency, integrity and equity • Effectively represent the District before the Board and other Federal, State, local and regional agencies, boards and commissions, in public meetings and hearings. • Establish and maintain effective working relationships with a diverse workforce including peers, staff, and consultants • Develop and implement strategic plans, policies and procedures • Inspire, manage and develop employees and effectively manage organizational change • Maintain complete and accurate records and statistics and to develop meaningful reports from that information • Demonstrate effective time management skills • Plan, organize, direct, coordinate and supervise work and staff engaged in the assigned functional area • Serve as an advisor to the General Manager/CEO • Gather, assemble, analyze. and evaluate financial, customer and public information and make



- strategic analyses and financial projections
- Serve on assigned local, regional, and national committees
 - Prepare clear and concise administrative and technical reports
 - Prepare and monitor complex budgets
 - Manage and supervise large numbers of employees and consultants effectively
 - Interpret and apply laws, rules, regulations, and legal precedents impacting the assigned areas
 - Maintain comprehensive records and reports
 - Establish and maintain adequate cost and schedule controls
 - Serve as a technical advisor to the General Manager and Board of Directors on a variety of issues
 - Collect and analyze data and prepare comprehensive concise reports, and effectively represent the areas for which responsible to other District divisions, stakeholders, the community, and the appropriate governmental bodies
 - Interpret and apply laws, rules, and regulations impacting the District's finances
 - Work effectively under stressful situations involving confrontation and conflict



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light- X	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	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

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
Walking	O	To other departments/offices/office equipment, around work site
Lifting	O	Supplies, files
Carrying	O	Supplies, equipment, files
Pushing/Pulling	O	File drawers, tables, chairs
Reaching	O	For supplies, for files
Handling	C	Paperwork, files
Fine Dexterity	O	Computer keyboard, calculator, telephone pad
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers, Retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	O	From computer to telephone, getting inside vehicle
Climbing	O	Stairs
Balancing	R	On step stool
Vision	C	Reading, computer screen, observing work site
Hearing	C	Communicating with co-workers and public and on telephone
Talking	C	Communicating with co-workers and public and on telephone
Foot Controls	R	Driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, various office equipment, and computer and associated hardware and software.

ENVIRONMENTAL FACTORS:

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

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

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

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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-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	R
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

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

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.



CLASS HISTORY

Adopted: 07/15
Revised: 11/16, 07/17

Title Change:
Maintenance
Update:
Abolished:
Job Key: 6000554