

POSITION DESCRIPTION

POSITION TITLE: Vice President/Chief Financial Officer SAFETY SENSITIVE: No

SUPERVISOR: President/CEO FLSA STATUS: Exempt

DEPARTMENT/JOB TYPE: Finance PAY GRADE:

**SUMMARY**

This position is a member of Trinity Metro’s executive leadership team and under the administrative direction of the President/CEO. The incumbent leads the finance department, handling both day to day financial operations as well as developing and implementing financial policies and strategies to improve the financial position of the agency. The incumbent has oversight responsibility and monitors Trinity Metro’s financial condition; ensures that financial policies, procedures, and objectives are observed; prepares annual budgets, prepares monthly financial statements, develops financial forecasts, monitors cash flow and invests available funds; works with partners in public transportation; and advises the President/CEO of financial and budgetary trends, issues or problems.

**ESSENTIAL FUNCTIONS**

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

1. Acts as advisor to the President/CEO in all fiscal matters.

2. Creates a workplace culture that is inclusive, accountable and transparent.

3. Develops long-range financial forecasts and leads the agency’s financial planning and funding strategies in coordination with long-range capital and operating goals.

4. Ensures that Trinity Metro is adhering to established goals through the development of performance measures, uses formal assessment tools and evaluations, and determines accountability.

5. Directs the budget and accounting functions of the organization.

6. Oversees public funds usage to ensure adherence to all federal, state, and local laws, regulations, and guidance.

7. Reviews and consults on all projects prior to approval to identify financial impact, and to identify possible funding sources.

8. Oversees company expenditures to ensure consistency with the approved annual budget and any subsequent Board actions.

9. Manages and supervises staff in the areas of finance, accounting and budget. Develops staff through activity reviews, discipline, performance evaluations, training, etc.

10. Directs the preparation of operating and capital budgets, and oversees the annual financial and compliance audits. Monitors the compliance to the Inter-local Agreement between DART and the Trinity Metro concerning the operation of the TRE commuter line.

11. Approves the disbursement of funds pertaining to payroll-related expenses, goods and services acquisitions, and capital budget expenditures. Ensures Board briefing papers are accurate for all expenditures.

12. Directs Trinity Metro’s annual budget process, documentation, and follow-up document preparation. Develops the annual budget to ensure conformance with Financial Standards and the Strategic Plan. Monitors expenditures and reviews cost justifications for any change to current or proposed operating and capital expenditures.

13. Ensures that staff positions do not exceed budgeted levels and that proper procedures are followed if additional positions are required.

14. Serves as Trinity Metro investment officer and treasurer. Manages and monitors daily cash flow requirements to ensure that check presentments are covered, wire transfers are executed properly and excess receipts are properly invested. Ensures that the appropriate amount of Trinity Metro excess cash is invested at all times and according to Trinity Metro investment policies; prepares quarterly reports for the Board regarding investment performance; and ensures Trinity Metro has adequate cash reserves.

15. Oversees all accounting activities, annual financial and single audits, and annual FTA reports such as the National Transit Database report. Reviews all reports prepared by the auditors; attends all audit review meetings; responds to audit recommendations and Board questions; and responds to questions and/or concerns of FTA and any other regulatory agency.

16. Leads the agency’s additional audit functions, serving as the de facto internal auditor including but not limited to procedural audits.

17. Maintains confidential information.

18. Supports Trinity Metro Disadvantage Business Enterprise utilization program which is managed by the Procurement Department.

19. Participates in Trinity Metro community activities to promote transit.

**SUPERVISORY RESPONSIBILITIES**

1. Directly supervises one or more employees.
2. Applies supervisory responsibilities according to organizational policies and applicable laws.
3. Interviews, hires and trains employees; plans and directs work; sets goals for the department; evaluates and manages employee performance; addresses complaints and resolves employee issues.

**EDUCATION AND/OR EXPERIENCE**

1. Bachelor’s degree in Public Administration, Finance, Business Administration, or Accounting.
2. Additional coursework or training in grants administration, funds accounting, and enterprise fund accounting is preferred.
3. Master’s degree is also preferred.
4. Certified Public Accountant is desired.
5. Any combination of experience, training and/or education that provides the required knowledge, skills and abilities may substitute for the required education.

**KNOWLEDGE, SKILLS AND ABILITIES**

KNOWLEDGE OF:

* Business communication techniques; correct telephone etiquette.
* English grammar and usage, vocabulary, spelling, and punctuation.
* Arithmetic computations involving fractions, decimals, and percentages.
* Generally Accepted Accounting Principles (GAAP).
* Governmental and Enterprise Fund Accounting.
* Internal auditing procedures.
* Management and administration principles and practices.
* Supervising and data processing techniques.
* Finance, risk management, grants and budgeting, investments, and short and long-range financial planning principles and practices.

SKILLS:

* Problem analysis and decision making skills.
* Planning and organizational skills.
* Strong work ethic with demonstrated collaborative and coordinative skills.
* Research skills for gathering and compiling data and statistics.
* Highly developed oral and written communication skills.

ABILITY TO:

* Organize and direct the work of separate operating units engaged in various financial functions.
* Direct and coordinate all activities of the finance department.
* Make oral presentations before the Board of Directors, employees, etc.
* Coordinate and administer projects within budget constraints.
* Speak effectively and secure the cooperation of others in a joint course of action.
* Plan and administer budgets.
* Use a computer to maintain appropriate records.
* Use Microsoft Word, Excel, and Outlook software.
* Establish and maintain effective working relationships with businesses, governmental and regulatory agencies, general public, etc.
* Maintain an effective working relationship with the Board of Directors and employees throughout the company.
* Learn company organization structure.
* Maintain a high degree of confidentiality and discretion.

**PHYSICAL/COGNITIVE REQUIREMENTS**

PHYSICAL

* Ability to exert a negligible amount of force constantly to move objects such as reports and documents.
* Physical activity includes but is not limited to: holding and handling financial reports, audits, and other documents; reaching waist to shoulders to reach computer and telephone; repetitive motion when using a computer keyboard; seeing financial documents and computer; working at desk; speaking and hearing regulatory agency representatives when discussing financial issues; and moving about the facility to attend meetings.

CONGITIVE

* Ability to speak before an audience with poise and confidence using correct English and well-modulated voice.
* Compose clear and precise financial reports and audits.
* Review contracts and evaluate technical data.
* Read technical journals, abstracts, financial reports, and legal documents.
* Speak clearly and distinctly before an audience such as the Board.
* Perform arithmetic calculations involving fractions, decimals, and percentages when preparing fare increase studies, budgets, forecasts, reports, and cost benefits analyses.
* Utilize a wide range of intellectual and problem solving techniques when reviewing financial reports and audits.
* Respond quickly to regulatory inquiries and budgeting deadlines.

To obtain more information or to submit a resume and cover letter, please contact Gregg Moser, Principal at K&A, at gmoser@kapartners.com