

CHIEF FINANCIAL OFFICER

This position support and assists the Chief Executive Officer in executing the overall mission of the Los Angeles to Pasadena Metro Blue Line Construction Authority. In addition, the CFO will have direct responsibility for the Authority's finances, human resources, information systems, insurance and risk management programs, investments and funding efforts. Develops and implements financial policies, procedures, and financing strategies; directs the activities necessary to perform all Authority financial functions, largely through contracted finance and accounting services.

TYPICAL TASKS/ DUTIES

- Assists the Chief Executive Officer in providing overall leadership of the Authority in formulating and achieving the Authority's objectives
- Provides counsel to the CEO and the Board on significant matters affecting Authority finances, operations and policies
- Assists the CEO in developing and implementing short-range and long-range goals, business plans and budgets
- Formulates policy recommendations for the Board of Directors, attends Board meetings, and advises Board
- Formulates and recommends policies and procedures or changes in existing policies or procedures
- Represents the Authority and the CEO in interactions with CalTrans and CTC
- Directs the conduct of studies, investigations, and analyses at the direction of the CEO, presenting oral and written reports of findings and recommendations
- Oversees budgeting, accounting, payables, auditing, payroll, receivables, cash flow, benefit management, insurance program and investing functions
- Directs and establishes overall policy on the Authority's operational and administrative policies and procedures
- Supervises subordinate department heads and managerial staff
- Oversight and management of a finance and accounting system suitable for a \$500 million transportation capital improvement program funded from federal, state, and local sources
- Supervision of a small in-house finance staff and outside contracted accounting services
- Develops annual Authority budget and monitors and reports budget performance

- Lead responsibility for developing a financial plan that will support an expedited project construction schedule and enhances the Authority's financial position
- Ensures compliance with all funding requirements of federal, state, and local funding agencies
- Manages a grant billing system that achieves timely reimbursement of expenses
- Acts as Authority's chief investment officer

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and implementation
- Capital and operating budgets
- Technical financial and accounting theory
- Social, political, and environmental issues influencing transit programs
- Applicable local, state, and federal laws, rules, and regulations
- Principles and practices of public administration
- Modern management theory

Ability to:

- Assist in planning, organizing, and controlling the integrated work of a public transit organization
- Develop and implement objectives, policies, procedures, work standards, and internal controls
- Determine strategies to achieve goals
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, budgets, and contracts
- Represent the Authority before elected officials and the public
- Analyze situations, identify problems, implement solutions, and evaluate outcome
- Prepare reports and correspondence
- Establish and maintain cooperative working relationships
- Exercise judgment and creativity in making decisions
- Communicate effectively orally and in writing
- Interact professionally with various levels of Authority employees, outside representatives, and public officials

EDUCATION AND EXPERIENCE

Any combination of training, education, and experience, which demonstrates the ability to perform this position's duties, such as:

- Bachelor's degree - Business, Public Administration, or other related field
- Minimum of 8 years progressively responsible experience in finance, including familiarity with government agency funding and accounting requirements and large capital improvement projects
- Valid California Class C driver license
- Master's degree - Business, Public Administration, or other related field desirable

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform this job.

While performing the duties pertaining to this position, the incumbent is regularly required to make use of close vision to read reports, summaries, digests, and other documents; to have a range of motion sufficient to push, pull and place books, binders and other materials on level surfaces. At meetings, the incumbent employs eye contact and voice modulation and projection to convey or underscore points of information.

WORK ENVIRONMENT

The work environment described here is representative of those an employee encounters while performing this job.

The incumbent typically works indoors in an air-conditioned office, with a mixture of natural, incandescent and fluorescent light. Typical noise levels are muted by acoustic ceilings, carpet and sound-deadening wall panels.