

Toledo Area Regional Transit Authority
Job Description/Posting

Chief Financial Officer

Toledo Area Regional Transit Authority (TARTA) is seeking a result-driven public transportation professional, who is prepared to join a dynamic leadership team about to embark on agency-wide transformational change. The desired candidate will be committed to collaborative and inter-departmental leadership, workforce development, goal setting and performance metrics, and streamlined workflow processes; is accustomed to working in a fast-paced environment; and promotes a highly innovative workplace.

Position Summary: As the top financial professional in the organization, the Chief Financial Officer is responsible for managing all aspects of TARTA's financial condition, including the management of a multi-million-dollar annual budget, while keeping the General Manager informed of all financial activity. This position ensures that the organization is financially sound and that its assets are being used effectively to serve the Authority's needs and to provide high quality, cost-effective transportation services to the public. This position must have strong working knowledge of operational and capital budgets and be fully responsible for both.

Essential Duties and Responsibilities: Include the following. Other duties may be assigned by the General Manager.

Manage all aspects of the Authority's financial condition: Ensure the organization is financially sound and that assets are used in the most effective, cost-efficient manner; monitor cash flow, grants management, revenue sources, and contract-to-asset management; assure that all policies and practices are applied in a manner that provides protection to TARTA's assets and liabilities and to ensure compliance with all federal, state, and other regulatory agencies; ensure that all customers including staff, vendors and contractors have the necessary resources to carry out the agency's mission; keep all relevant parties informed as appropriate, including the General Manager, Board of Trustees and senior management team.

Manage budget, financial control, and related reporting: Provide ongoing financial control and reporting; oversee all aspects of the financial wellbeing of the organization; direct the organization's financial goals, objectives, and budgets; maintain and uphold fiduciary responsibility via overall fiscal management of the TARTA budget, including planning, modification, reporting and analysis; review and approve purchase orders and invoices for all operating and capital expenditures; ensure compliance with federal regulations included in the OMB Super Circular, coordinate all year-end reconciliation of the general ledger; prepare special reports required by regulatory authorities; prepare annual and five year operating and capital budgets and appropriate cash flow projections; oversee completion and submittal of grant applications; maintain all fiscal records in a manner compliant with all relevant regulations and established record retention policies and procedures.

National Transit Database Reporting: Complete annual National Transit Database report for the Authority. Keep up to date with federal requirements associated with this report.

Oversee Finance Department Operations: Manage and lead department staff including the General Ledger, Accounts Receivable, and Accounts Payable functions and evaluate job performance; oversee financial aspects of all benefits functions including but not limited to life/health/dental and workers compensation administration; manage and oversee payroll administration and related reporting requirements; oversee all insurance coverage for the TARTA and serve as project manager for all insurance purchases, including monitoring insurance liability program and risk management; ensure the department operates in the most efficient manner by monitoring activity and making continuous improvements as needed.

Provide ongoing staff development and training: Cultivate and nurture a departmental culture of integrity, respect, trust, ownership and accountability, consistent with the organization's culture; provide professional development of department staff while instilling a standard of excellence.

Serve as an active member of the senior management team: Work collaboratively on strategic and tactical management planning and development of the TARTA's goals and objectives; and proactively participate in all major decisions affecting the business; provide financial and operational advice, recommendations, and guidance to Administrator, departments, and other relevant parties.

Supervise and coordinate internal and external audits: coordinate efforts with independent auditors and ensure the accurate preparation of audited financial statements; and prepare work papers for the year-end audit and any additional audits required by regulatory authorities (funding agencies).

Build and maintain effective working relationships among multiple constituencies: Maintain excellent working relationships with independent auditors, the TARTA Board Finance Committee members, bank representatives, independent accountants and investment advisors, staff, vendors, consultants, brokers, and contracted service providers, among others; act as liaison to the Board and its Committees on all financial matters; maintain a high level of visibility and accessibility to all parties.

Contract Administration: Provide general oversight of all contractual agreements on behalf of TARTA, working in collaboration with legal counsel and insurance brokers to ensure protections related to business terms/conditions, coverage and indemnification.

Disadvantaged Business Enterprise activities: Coordinate efforts to ensure that DBE responsibilities are met according to what is appropriate for this position and department; develop DBE goal setting; coordinate outreach efforts to small/minority/women/veteran owned disadvantaged businesses and ensure compliance with TARTA's DBE Policy. Lead education efforts internally to promote DBE utilization.

Perform other related duties and continuously demonstrate obvious potential for additional responsibilities as required: Readily adapt to changing organizational needs; maintain current working knowledge of all federal and state regulatory requirements and incorporate into daily work performance.

Education and/or Experience: Bachelor's degree in accounting or finance; minimum of 5-8 years related experience and/or training; minimum of five (5) years in a high-level role within the finance profession; or equivalent combination of education and experience.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Demonstrated experience overseeing multi-million dollar budgets, both operational and capital; intimate knowledge of best practices pertaining to Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) requirements, financial controls, auditing, and reporting; experience with preparing financial reports that summarize and forecast the company's financial position, including income statements, balance sheets, and analyses of future earnings and expenses; ability to interpret financial statements in multiple formats; knowledge of A-133 Audits; working knowledge of Financial Management Software; ability to professionally develop budget narratives and financial statement analyses.

Excellent leadership, negotiation, management and supervisory skills; strong team-building and decision-making skills combined with the ability to motivate staff at all levels of the organization; excellent communication, interpersonal and customer relations skills.

Strong command of the English language, both written and verbal, with the ability to clearly convey complicated financial information to a variety of constituencies; excellent presentation skills with the ability to make presentations in large or small groups using a variety of presentation tools. Must be able to articulate information in an accurate and concise manner (i.e., make regular presentations to the Board of Trustees).

Must be a forward thinker and able to seek and implement innovative ways to increase productivity with an eye toward achieving cost savings, cost avoidance and revenue generation; ability to identify and implement cutting edge solutions to industry problems; ability to think creatively and solve problems while applying analytical skills; and experience in policy initiation and implementation; experience working in a complex organization with government contracts; ability to deal with multiple legal entities and demonstrated experience working with multiple departments and multiple entities.

Supervisory Responsibilities: Directly supervises and manages 8-9 staff members.

Computer Skills: This position requires excellent computer skills and ability to adapt to department-specific software, including web-based applications. Must have high level experience with Excel spreadsheets.

Preferred Qualifications: Bachelor's degree (preferred); Sage MAS500 Accounting Software Experience; advanced spreadsheet design; ability to build customized reports from Financial Management software; prior experience in the public transit arena; National Transit Database Reporting structure familiarity, sound knowledge of public transit regulations pertaining to accounting practices; and accounting /finance experience in public transit.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel and reach with hands and arms. Extensive use of computer and keyboard and viewing of computer screen is required. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required of this job include vision, color vision, and ability to adjust focus.

Work Environment: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is typical of a busy office setting. The noise level in the work environment is usually quiet.

EEO (Equal Employment Opportunity) Statement: Toledo Area Regional Transit Authority (TARTA) is an Equal Employment Opportunity employer. TARTA does not discriminate against any applicant or employee on the basis of race, color, sex, religion, national origin, age, disability, or any other consideration made unlawful by applicable federal, state or local laws.

Please submit a cover letter and resume to: careers@tarta.com. The first review of applications and resumes is slated for Thursday, September 10, 2020. This position will close on Monday, September 28, 2020