



## HUMAN RESOURCES DEPARTMENT Santa Cruz METRO

*Class Code: 1200-OA12*

*FLSA Status: Exempt*

### **Chief Financial Officer (CFO)** **Bargaining Unit: Management**

#### **DEFINITION:**

Under policy direction from the Chief Executive Officer/General Manager, the Chief Finance Officer plans, develops, organizes, manages, and directs the Agency's financial and executive administrative activities, functions, goals, objectives, policies, and procedures. This position oversees budgeting, accounts receivable and accounts payable, general ledger, revenue accounting, financial grant administration, insurance administration, general project management, payroll, property management of leases, asset accountability, audits, financial reporting, best practices, efficiency optimization, and complex special projects assigned by the CEO/General Manager.

#### **DISTINGUISHING CHARACTERISTICS:**

Under executive direction from the CEO/General Manager, to plan, organize, manage and direct centralized accounting and financial administration programs; to provide financial and budgetary direction to other Department Managers. Oversees and directs all activities of the Finance Department, including day-to-day financial operations, short- and long-range, strategic planning, and budgeting.

The Chief Financial Officer (CFO) is distinguished from the Finance Deputy Director wherein the CFO serves as the department head or director of the Finance Department.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

*The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.*

- Responsible for assisting the CEO/General Manager in managing, planning, developing, organizing and directing the implementation of Santa Cruz METRO's financial and administrative functions, goals, objectives, policies and procedures, and work activities.
- Provide highly complex and responsible financial and administrative direction for Santa Cruz METRO through multiple finance and administrative-related departments or programs.
- Plans, develops and manages executive administrative, financial, accounting, budget, payroll, and financial analysis/reporting functions as well as funding strategies and financial grant administration within all departments.
- Property management of all Santa Cruz METRO facilities and spaces.
- Disadvantage Business Enterprise Liaison Officer (DBELO) for Santa Cruz METRO.
- Directs and supervises Finance Department activities.
- Responsible for selecting, supervising, motivating and evaluating supervisory, professional and support staff.
- Prepares various budgetary financial reports regarding revenue, cash management, expenditures, and financial Management Information Systems (MIS).
- Plans, organizes and directs the Agency's budget process; analyzes budget options and estimates and makes recommendations for preliminary project, line item, and final operating and capital budgets; develops and maintains records and reports based on the adopted Agency budget.



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- Develops budget monitoring and encumbrance systems and assists Agency personnel in preparation and control of departmental budgets.
- Establishes internal controls and balancing procedures; maintains audit trail.
- Communicates with Agency accounting, audit, and insurance contractors.
- Directs MIS development and implementation.
- Oversees implementation of written procedures of best practices and optimizes efficiency for the Agency.
- Analyzes revenue and expense trends and makes projections of budget impacts.
- Serves as internal auditor for a variety of fiscal, performance, and administrative audits.
- Functions as contract administrator for a wide variety of fiscal and performance audits and managerial effectiveness studies.
- Conducts research, performs management analysis activities, and evaluates cost effectiveness of management projects and programs.
- Leads the organization collaboratively with other Department Managers and may serve on behalf of the CEO/General Manager in his absence from the Agency.
- Establishes co-operative relationship with the unions by participating in Labor/Management committees, problem solving, and the resolution of grievances.
- Participates in disciplinary actions.
- Performs other duties as assigned.
- Perform as a hands-on “working” Manager.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Principles and practices of public organization, administration, business management, public sector budgeting, financial accounting, cash management, and auditing.
- Financial reporting procedures.
- Principles and practices of employee supervision, training, development, effective discipline and personnel management.
- Principles and techniques of management analysis, public administration, organizational and personnel management and development, supervision, and budget development and monitoring.
- Governmental administration, operations, processes, rules, and regulations.
- Principles and practices of accounting, auditing, and public finance, including budget preparation and control (capital and operating budgets); funding of major projects (enterprise funds); systems management; procurement and contracts; financial administration; planning and forecasting; and operational and cost accounting.
- Public sector and/or transit collective bargaining, employee representation rights, management rights, unfair labor practices, and typical provisions of collective bargaining agreements.
- Regulations and guidelines governing public agency procurement, accounting, and finance.
- Supervision principles.

#### **Ability to:**

- Plan, develop, organize, direct, implement and evaluate innovative programs and projects.
- Manage and streamline multiple, concurrent administrative, financial and budgetary assignments, while balancing competing priorities.



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- Communicate clearly and effectively, both orally and in writing; persuade, justify, and project consequences of decisions and/or recommendations.
- Take initiative, reason logically, and be creative in developing and introducing new ideas.
- Prepare and present clear, concise and comprehensive oral and written reports.
- Build effective interpersonal working relationships with staff, peers, Board, public, transit agency and financial counterparts.
- Delegate, coach, motivate and counsel staff.
- Make sound decisions consistent with the Agency's goals and strategic business plan.
- Promote and implement the vision, mission and core values of Santa Cruz METRO.
- Work in an environment requiring strong discipline and attention to detail.
- Analyze and evaluate complex administrative, financial and fiscal problems, recommend and implement alternative solutions to complex issues.
- Develop policies and procedures to improve the operations and functions of the Agency.
- Take initiative, reason logically, and be creative in developing and introducing new ideas.
- Prepare, develop and administer complex budgets.
- Define problem areas; evaluate, analyze, interpret, recommend and implement alternative solutions to complex financial and administrative problems, issues, rules, procedures, and legislation.
- Develop and administer external and internal financial and administrative reporting activities.
- Effectively manage the agency's short-term and long-term cash flow.
- Communicate and work effectively with and provide support to staff, managers, elected and appointed government officials, business and community organizations, and various interest groups in the pursuit of the Agency's goals and mission.
- Effectively represent the Agency before the Board of Directors, City Councils, and other Federal, State, local, and regional agencies, Boards and Commissions, and in public meetings and hearings.

### **MINIMUM QUALIFICATIONS:**

#### **Education, Training and Experience:**

Master's degree from an accredited college in accounting, finance, business administration, public administration, or a closely related field.

#### **AND**

Eight (8) years professional experience in financial, accounting, budget, or finance and business administration experience, including four (4) years supervisory experience, preferably in a public agency.

NOTE: Familiarity with transit agency or transportation system activities and functions is highly desirable. Experience in a large public organization is preferred.

#### **LICENSES AND CERTIFICATES:**

A valid Class C driver license and safe driving record is required at the time of application. A valid Class C State driver license is required at the time of appointment and must be maintained throughout employment.

Desired certifications include: Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), or Certified Management Accountant (CMA).



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### **SPECIAL REQUIREMENTS:**

- Must be able to work extended hours as needed, often outside regular business hours as required by the CEO and the demands of the job.
- Must maintain strictest confidentiality.
- Must participate in professional development activities.
- Requires occasional travel.

### **PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, manipulate, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is regularly required to bend and twist at the neck, reach with hands and arms. Occasional standing, walking, overhead reaching and lifting up to 20 pounds unaided is required. Specific visual abilities required for this job include close vision, distance vision, and the ability to adjust focus.

#### **Mental Demands**

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts collaboratively with others encountered in the course of work.

#### **Work Environment:**

The employee works in an office environment where the noise level is usually quiet. May require availability to work a flexible schedule.

### **OTHER CONDITIONS OF EMPLOYMENT:**

Must pass requisite background check.

- \*Adopted: November 2017
- \*BOD Approved: 01-26-18
- \*Revised: 00-00-00
- \*Job Family: Professional-Finance