

POSITION: CHIEF FINANCIAL OFFICER

LOCATION: WETA Office – San Francisco, CA

CLASS CODE: Exempt

SALARY RANGE: \$157,340 to \$225,000, annually

DATE POSTED: July 12, 2021

CLOSING DATE: Open Until Filled

OPENING(S): 1 Position

APPLICATION PROCESS:

Please email cover letter, resume and the required application to:

San Francisco Bay Area Water Emergency Transportation Authority
EmploymentApplications@watertransit.org
Subject: Chief Financial Officer

FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN REJECTION OF YOUR APPLICATION.

THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:

- Cover Letter
- Resume
- Employment Application
(available at <https://weta.sanfranciscobayferry.com/employment>)

Operating under the brand San Francisco Bay Ferry (SFBF), the San Francisco Bay Area Water Emergency Transportation Authority (WETA) carries approximately 3 million passengers per year on 5 routes serving the cities of Alameda, Oakland, San Francisco, South San Francisco, Vallejo, and Richmond. WETA contracts with a private sector contractor to operate and maintain its current fleet of 15 passenger-only vessels. A description of SFBF services and operations is available at www.sanfranciscobayferry.com.

JOB DESCRIPTION

The Chief Financial Officer (CFO) is appointed by the WETA Board of Directors. It is an At-Will position subject to the Executive Director's general authority. The CFO develops and oversees all aspects of the agency's finances, including accounting and payroll systems, internal documentation and controls, financial reporting, annual budgets, grants and fund allocation, and all contractual, risk management, investment, debt reporting, and other organizational needs as they arise and as directed by the Executive Director. Further, the CFO develops and contributes to the long-term strategy of the agency especially in the areas of financial opportunity and constraints.

This position requires a high level of experience and in-depth understanding of public agency and capital project accounting, finance and payroll needs, a strong working knowledge of California government codes relating to finance and standard accounting practices, good interpersonal skills, and ability to work well with Board Members, fellow staff, and representatives of local jurisdictions, special districts, the public, and state and federal personnel.

The CFO coordinates assigned activities with other WETA divisions, provides highly responsible and complex professional assistance to the Executive Director in areas of expertise, and performs related work as required.

PRIMARY RESPONSIBILITIES

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Finance Division. Manages, directs, and develops WETA's annual operating and capital budget; develops and manages financial plans and strategies for funding WETA's capital and operating projects; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; oversees and reports on the agency's financial status to the Board of Directors monthly.
- Oversees, plans, and monitors all accounting and payroll systems, procedures, and activities to ensure accuracy; prepares monthly and annual financial statements; oversees capital project accounting and invoicing for reimbursements; and acts as the primary contact to WETA's funding partners.
- Oversees grant program activities such as identifying and evaluating strategic grant opportunities, developing grant programming and application materials, determining project eligibility, determining local match sources and availability, preparing and presenting Board memoranda related to grant items; preparing grant amendment requests and project/program status reports for funding partners; administering grant contracts and agreements including developing grant contract documents, reviewing, interpreting and administering grant rules, regulations and requirements, and preparing and submitting federal, state, regional, and local financial and operating reports as required.
- Collaborates with other Divisions to develop strategic plans for identifying and implementing WETA's service vision, including plans related to organizational capacity, structure, and corresponding roles and responsibilities. Evaluate, plan, and pursue financial strategies that will advance that vision.
- Develops plans for financing WETA operating and capital needs including decisions around the issuance of debt and other financial tools.
- Oversees the collection of information and preparation of audit schedules for WETA's annual financial and compliance audits; acts as the primary contact to WETA's external auditors; coordinates and supports granting agency reviews and audits.
- Selects, trains, motivates, and directs division personnel; evaluates and reviews work for acceptability and conformance with WETA standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Represents the agency, its plans, programs, and initiatives to elected officials, regulatory and other outside agencies, and the public. Works closely with regional and state funding agencies on grant and funding programs, based on WETA's strategic goals.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in finance, public administration, and other services as they relate to the area of assignment.

Chief Financial Officer

- Maintains and directs the maintenance of working and official divisional files.
- Monitors changes in laws, regulations, and technology that may affect WETA financial considerations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Executive Director.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Develop and manage risk management procedures including annual insurance programs.
- Assists with the agency's mandate to coordinate the waterborne transit response to a regional emergency consistent with the principles, concepts and procedures contained in the WETA Emergency Response Plan and the Emergency Operations Plan; may include such activities as participation in emergency response drills and exercises and work to support the operation of the agency's Emergency Operations Center when activated.
- Performs other duties as assigned.

DESIRED KNOWLEDGE AND SKILLS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff.
- Principles and practices of accounting, payroll, financial analysis and financial planning
- Budget and cashflow principles, including budget preparation and administration, internal controls, and capital project planning.
- Public debt and debt financing principles and programs, specifically related to transportation through sales tax or toll revenue-based funding sources.
- Public agency contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Federal and state grant management and cost tracking.
- Principles of Government Fund and enterprise accounting, Government Accounting Standards Board (GASB) best practices, as well as Federal funding compliance.
- Modern principles and practices of financial management and contract administration for a public agency, including formal and informal bidding procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs.
- Methods and techniques of interpreting and explaining complex regulations to internal and external stakeholders.
- Methods and techniques for the development of presentations, contract negotiations, and business correspondence.
- Research and reporting methods, techniques, and procedures.
- Familiarity with accounting management software and related reporting
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and fellow staff.
- Principles of supervision, training, employee development, and effective discipline.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Chief Financial Officer

- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Effectively administer special projects and contractual agreements and ensure compliance with stipulations.
- Conduct effective negotiations and effectively represent WETA in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A bachelor's degree from an accredited college or university with major course work in finance, business administration, public administration, or a related field. A master's degree in a closely related field or a CPA is preferred.

Experience:

Ten (10) years increasingly responsible professional finance and accounting program experience, five (5) years of which should be in a management capacity. Experience in a public transit agency preferred.

License(s) and Certificate(s):

Possession of a valid California Driver's License and a satisfactory driving record.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to visit various WETA and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.