



Montachusett Regional Transit Authority

Job Description

Position Title: Chief Financial Officer

Department: Finance

Reports to: Administrator

Revised Date: 11/27/2024

Employment Status: Full-time 37.5 hours per week, at minimum

Comp Grade: 12

Work Hours: 8:00 AM – 4:00 PM

FLSA: Exempt

Supervisory Responsibilities:

Supervisory Responsibilities: Directly supervise employees in Finance, Procurement, and Grants Management. Carries out supervisory responsibilities in accordance with organization's policies and applicable laws. Responsibilities include interviewing; hiring; coaching; mentoring; planning; assigning; and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Position Summary:

This hands-on position is responsible for overseeing all financial aspects of a public transit agency, including budgeting, financial reporting, forecasting, asset management, risk management, and ensuring compliance with regulations, while collaborating with the executive team to develop and implement long-term financial strategies for the transit system; essentially acting as the chief financial decision-maker for the organization responsible for public transportation operations. The CFO is responsible for managing all aspects of the Authority's financial condition including its multi-million-dollar budget and ensuring the organization is financially sound with all assets being used in compliance with federal and state laws, as well as FTA and MassDOT regulations. The CFO provides MART with a strong knowledge of operational and capital budgets, as well as the ability to provide overall financial direction and recommendations within guidelines established by the Administrator and Assistant Administrator. The CFO also provides financial information and guidance to the MART Finance Department, Finance and Audit Committees, and MART's Advisory Board members.

Essential Functions/Position Responsibilities:

- Directs and supervises the financial management and controllership functions of the Authority through management, professional and clerical personnel, including revenue collection, debt issuance, cash management, risk management, tax matters, inventory and property control, payroll and general accounting, as well as auditing functions
- Executes MART's strategic, capital and financial plans with direct oversight over accounting, budget, grants, procurement, capital planning with the primary responsibility for all financial activities to meet the needs of MART's operations maintaining a strong financial infrastructure required to support significant growth

- Advises and counsels Assistant Administrator, Administrator, Brokerage Director, and the Advisory Board on the financial status of the Authority
- Maintains financial reporting systems in order to report periodic updates to the financial status of the organization which include but are not limited to; creation of key performance metrics that provide a strategic forward-thinking view into trends requiring decisions and/or actions
- Prepares short- and long-range financial projections of the sources and disposition of Authority funds and consults with external financial advisors, consultants, and underwriters in the development of the most cost-effective financial plans and strategies for the Authority
- In consultation with the Administrator / Assistant Administrator, directs the planning, preparation, consolidation and distribution of operating and capital budgets providing all data necessary for the formulation of the Authority's fiscal programs and plans
- Directs the monitoring, analysis, and interpretation of budget results and develops evaluation efforts to assist in the assessment of program objectives, performance and efficiency to provide recommendations to the Administrator / Assistant Administrator
- Develops and ensures adherence to Authority policies and procedures for the expenditure of funds, the collection and counting of revenue, auditing, and analysis of system expenditures and revenues
- Collaborates with general and internal management to oversee the control, protection, and conservation of the Authority's financial resources. Works through the Assistant Administrator to coordinate with the Administrator on financial aspects of the Authority's operating and capital programs. Serves as a liaison with the Federal, State, and local agencies regarding financial matters of the Authority.
- Upholds the rights and interests of the workforce by ensuring fair and consistent application and strict adherence to the rules, regulations, and policies of the Authority including the EEO, Anti-Discrimination, Anti-Harassment, and Anti-Retaliation policies
- Implements and participates in financial statement and single audits, as well as maintaining a working relationship with the agency's external auditing firm(s)
- Oversight and responsibility for the 401k benefit plan, including rules and regulations

Qualifications:

- BA in Accounting, Finance or related field, with a minimum of 10 years related experience; minimum of 10 years in a high-level role with finance or equivalent combination of education and experience
- A minimum of 7 years of demonstrated experience overseeing multi-million-dollar budgets (capital and operational), as well as progressive management experience supervising multiple levels of staff
- Knowledge of all current and applicable state and federal budget and reporting requirements, including familiarity with grant administration
- Financial statement and budget preparation experience required
- Valid unrestricted driver's license or reliable means of transportation

Skills:

- Demonstrated experience and leadership over finance and accounting functions with specific responsibility for driving fiscal performance
- Ability to navigate through increasing operational complexity, as well as ensure that MART has a robust and scalable financial platform
- Highly collaborative style: ability to lead, motivate and build efficient and effective teams
- Intimate knowledge of best practices pertaining to GAAP and GASB, financial controls, auditing, reporting and preparing financial reports summarizing and forecasting financial positions, including income statements, balance sheets, cash flow, and analyses of future revenues and expenses
- Ability to plan, organize, and manage a highly complex financial accounting process, and ability to interpret financial statements in multiple formats
- Proficient in sustaining a high level of confidence with the Advisory Board and various governmental regulatory bodies interested in the Authority's financial management functions
- Strong analytic and reasoning skills, and attention to detail
- Experience with Financial Management Software; Great Plains a plus
- Effective oral, written and listening skills
- Must be a forward thinker with the ability to seek and implement innovative ways to increase productivity and financial performance with an eye toward achieving cost savings
- Talent for creative thinking and solving problems while applying analytical skills
- Experience working in a complex organization
- Excellent organizational, time management, and presentation skills
- Ability to deal with sensitive information in a discreet and professional manner
- An aptitude to multi-task in a fast-paced environment
- Capable of working independently and in a team-oriented environment

Working Environment and Physical Demands

Works primarily in a typical, climate-controlled office environment.

PHYSICAL REQUIREMENTS	RARELY (15%)	OCCASIONAL (15%-40%)	FREQUENT (40% - 70%)	CONTINUOUS (OVER 70%)
Ability to work closely with diverse groups of people				X
Regular, predictable attendance				X
Ability to sit for extended period				X
Use of hands and fingers to operate telephone and computer				X
Moderate noise		X		
Hearing				X
Dusty Environment	X			

Exposure to Fumes/Odors	X			
Exposure to Heat/Cold Temps	X			
Climbing Stairs			X	
Walking			X	
Stress				X
Standing		X		
Stooping		X		
Bending		X		
Climbing Ladder	X			
Twisting Neck			X	
Bending		X		
Reaching/Pulling/Pushing	X			
Lifting 10 lbs. or less		X		
Lifting 40 to 50 lbs.	X			
Driving		X		
Specific Vision Abilities- close vision due to computer work				X
Color Vision – Ability to identify and distinguish colors				X
COGNITIVE REQUIREMENTS	RARELY (15%)	OCCASIONAL (15%-40%)	FREQUENT (40% - 70%)	CONTINUOUS (OVER 70%)
Communication Oral				X
Communication Written				X
Interpreting Skills				X
Implementing				X
Evaluating				X
Organizing				X
Consulting				X
Analyzing				X
Presenting				X
Supervising				X
Ability to Deal with Stressful situations				X
Ability to Deal with Trauma, grief, death	X			
Ability to deal with Public Contact			X	
Decision making				X
Work with Others				X
Work Alone			X	
Concentration				X

Comprehend and follow instructions				X
Relate to Others				X
Influence Others				X
Perform complex or varied tasks				X