

	<b>JOB DESCRIPTION</b>	<b>TITLE: <i>Chief Financial Officer/Chief Development Officer</i></b>
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**JOB SUMMARY**

The Chief Financial Officer and Chief Development Officer is a highly responsible executive leadership position that reports directly to the Executive Director. This position serves as the top financial executive for the organization and is accountable for Austin Transit Partnership’s (ATP) financial controls, systems, and processes. The scope of responsibilities includes direction, management, supervision, coordination and strategic leadership of all facets of fiscal management, including, long range financial planning, financial analysis, policy development, forecasting, budget preparation and monitoring, investment and grants administration, debt management, accounting, and implementation and maintenance of financial control systems, procurement, and real estate acquisition. The incumbent will play a strategic role in positioning the organization and region to fund construction and implementation of a world class regional transportation system. The job also will oversee the real estate and procurement functions that are key to the successful implementation of Project Connect.

**ESSENTIAL DUTIES AND PRIMARY ACCOUNTABILITIES**

**Note:** The essential duties and primary accountabilities below are intended to describe the general content of and requirements of this job and are not intended to be an exhaustive statement of duties.

- An integral member of the Senior Executive Team to ensure effective interfaces and integration of activities with other organizational units.
- Interact with management and board of directors to provide consultative support to planning initiatives thorough financial and management information analyses, reports, and recommendations, including communication of key financial information to senior management, the board of directors and the public at large.
- Conduct (or identify external resources to conduct) comprehensive financial capacity analyses, including benchmarking and measuring debt capacity.
- Protect ATP’s financial assets through development and implementation of effective financial policies and procedures in accordance with standard accounting practices and applicable laws and regulations.
- Communicate financial information, such as key financial indicators and monthly financial reports, in a clear and concise manner for policy makers.
- Financial oversight of capital projects, including cost controls and schedule performance.
- Develop and implement recommendations for financial and investment strategies including formulation of short-, medium-, and long-range financial plans and debt strategies such as bonds and tax increment financing. Recommend revisions as needed to ensure availability of resources to achieve ATP’s goals and timetables.
- Oversee the monitoring of complex financial analyses, research and develop innovative financing programs including public-private partnerships.
- Create, integrate, and evaluate the financial programs and supporting information systems of ATP to include budgeting, accounting, payroll, grants administration, debt, investments, performance reporting, revenue, and ridership reporting.
- Monitor capital financing transactions including the issuance, management and administration of revenue bonds, commercial paper, certificates of participation and derivative transactions.
- Seek alternative financing methods to maximize ATP assets such as grants, bonds, transportation toll credits, tax increment financing, and other available financing tools.
- Oversee the monitoring, maintenance, and management of ATP investments to ensure maximum yields consistent with the Board approved Investment Policy.
- Develop and direct the implementation of effective organizational performance strategies designed to meet long- and short- range organizational goals and objectives.
- Provide oversight in the budget development process for the annual operating and capital budgets. Plan and direct the budget process to ensure correlation and coordination with ATP’s strategic plan.

Monitor budget for variances and take action to correct deficiencies. Maintain expenditures within budgetary constraints.

- Coordinate the preparation of financial statements, financial reports, special analyses and informational reports, and trend analysis. Present information to the Board and public. Provide oversight to the management of federal and state grant programs ensuring compliance with applicable rules and regulations. Develop strategies to maximize federal and state grant funding. Serve as principal liaison to grantor agencies.
- Manage the development of departmental business plans and budgets that support the organizational strategic goals.
- Keep apprised of and ensure compliance with laws, regulations and financing methods that address ATP's funding requirements and obligations.
- Serve as project champion to support the organizational strategic goals.
- Represent ATP at Boards and Commissions and with outside agencies, neighborhood associations, funding agencies, employees, other stakeholders, and general public.
- Oversee the procurement function for ATP to ensure project timelines are met and all applicable procurement regulations are followed.
- Oversee the real estate acquisition and development function according to project timelines and in compliance with applicable regulations and interlocal agreements to secure real property and right-of-way needed to achieve ATP's goals.
- Represent ATP in negotiations and high-level discussions related to real estate and property acquisition.
- Review and approve recommended budget for real estate and right-of-way acquisition and present to ATP board for action when needed.
- Communicate and implement safety rules, policies, and procedures in support of the agency's safety vision and goals and maintain accountability for the safety performance of employees.
- Perform other duties as required and/or assigned.

**RESPONSIBILITIES - SUPERVISOR AND/OR LEADERSHIP EXERCISED:**

Plan, direct, coordinate, and review the work of assigned staff; assign work activities and coordinate schedules, projects, and programs; provide constructive feedback; review and evaluate work and make effective suggestions and recommendations.

Coach, train, and motivate staff; coordinate and/or provide staff training; and manage employee relations; manage the workflow and prioritization of projects and measure the performance of department staff and take appropriate corrective action when necessary; provide advice and counsel to staff; develop developmental work plans for staff; implement or recommend corrective actions, discipline, and termination procedures as appropriate/necessary.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

- Master's degree from an accredited college or university in business or public administration, finance, accounting, or related field.
- Ten (10) years of progressively responsible experience in managing complex financial operations, including experience developing and maintaining internal financial controls, preparing budgets, analyzing organization-wide financial matters, writing financial reports, making formal presentations to governing boards, legislative entities, and community groups.
- Six (6) years' experience as either the principal or the deputy, in managing the financial affairs of a major public or private entity.
- Experience in alternative financing mechanisms.

OR

An equivalent combination of education, experience, knowledge, skills, abilities, and other characteristics consistent with the required qualifications.

**Specialized Knowledge, Skills and Abilities:**

- Comprehensive knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), and Financial Accounting Standards Board (FASB).
- Knowledge of Enterprise Resource Planning (ERP) Systems.
- Knowledge of federal financing regulations.
- Experience with an organization that has major construction projects.
- Experience with governmental debt financing.
- Experience with FTA Capital Investment Grant programs.
- Advanced interpersonal skills to effectively and sensitively communicate with all levels of management and non-management employees in a culturally diverse workforce when counseling and instructing staff, interpreting policies and procedures, or interacting in meetings.
- Advanced interpersonal skills to effectively and sensitively communicate with politically, economically, and culturally diverse stakeholders such as community groups, other governmental entities, vendors, and contractors, when explaining technical and/or financial information.
- Knowledge of current best practices of leadership and management
- Ability to manage and monitor work performance of a department including ability to:
  - evaluate program and work objectives and effectiveness;
  - establish broad organizational goals; and
  - realign work and staffing assignments for the department.
- Ability to establish and maintain effective working relationships with ATP staff, executive management, peers, community groups, outside agency partners, other governmental officials, the general public and media representatives.
- High level of analytical and creative skills and ability to find creative, imaginative, or unique solutions to complex interpersonal, professional, technical, financial, and administrative problems.
- Highly developed oral and written communication and presentation skills. Demonstrated ability to evaluate different alternatives and select or recommend the one that best meets the business and professional need of the situation without regard for personal biases.

**Equipment and Applications**

Must be proficient in using business and communications software, preferably Microsoft Office 365 which includes Word, Excel, PowerPoint, Outlook, Teams, and/or other modules as needed.

**TRAVEL REQUIREMENTS**

Minimal travel may be required

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Work is generally performed in an office environment but there will be specific requirements to be at various job sites with an exposure to unpleasant and/or hazardous working conditions. Job may entail considerable levels of stress as this Job works with multiple project timelines and is responsible for managing employees performing work of a complex nature.

Incumbent must have the ability to stand and sit frequently throughout an eight-hour period, and perform work utilizing a keyboard for 6-8 hours a day, and function in an environment with frequent interruptions. ATP promotes a safe and healthy work environment and provides appropriate safety and equipment training for all personnel as required.

Reasonable accommodations may be made to enable individuals with disability to perform the essential functions as previously described.

**SECURITY SENSITIVE POSITION**

This position has been identified as a "Security Sensitive" position. ATP will conduct annual background checks on incumbents in this position. A position is "Security Sensitive" if the incumbent handles currency, has access to sensitive computerized databases, has access to

master keys, or works in an area of the ATP that has been designated as a security-sensitive area.