

Regional Transit Job Announcement

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2810 O Street, Sacramento CA 95816 (916) 556-0298

Vice President, Business Services / Chief Financial Officer Internal / External

Salary: \$139,356 - \$186,744 annually
(Plus Excellent Benefits)

Posting Date: July 15, 2016 (Fri)
Filing Deadline: August 11, 2016 (Thu)

SUPPLEMENTAL QUESTIONNAIRE IS REQUIRED AT THE TIME OF APPLICATION

BRIEF DESCRIPTION

The purpose of this position is to provide executive direction and management over the areas of Finance, Human Resources, Information Technology, and Procurement. The incumbent provides leadership and strategic direction in policy development activities for assigned areas and directs cross functional planning and major strategic level projects. This position provides support to the General Manager's office for Board liaison and meetings support, interdepartmental coordination at the executive management level, and District-wide communications.

ESSENTIAL FUNCTIONS

Human Resources, Benefits and Pension Management: Provide executive oversight for the administration and maintenance of comprehensive human resources programs involving the development, administration, and implementation of personnel rules, regulations, policies and procedures. Human Resources responsibility areas include recruitment and selection, testing, training, classification, compensation, benefits administration, and pension plan administration. **Accounting Management:** Plan, organize, direct and coordinate the full range of activities related to general ledger, accounts payable, payroll, accounts receivable, and the physical tracking and accounting of fixed assets by: assuring the timely payment of all invoices and claims, tracking of the District's liability, and forecasting of future payment amounts on due dates; direct staff in the accounting and depositing of the District's money; assure timely payroll to RT staff; coordinate the collection and recording of any cash revenue including daily cash collection from fare boxes and fare vending machines; direct activities in revenue analysis and reconciliation with ridership counts; coordinate the cash management, investment, financing and banking/operational programs; oversee cash flow analysis and the District's investment account; provide oversight for District and Pension investment programs and policies; plan and manage debt financing, leasing, and other financial strategies. **Budget, Financial, Grants Management, and Administration:** Plan, organize, direct and coordinate: the application for accounting and reporting on all grant revenue and expenditures; budgeting activities including the analysis and development of both the operating and capital budgets and financial forecasting scenarios; oversee the development of a comprehensive capital improvement program, the identification of grant opportunities, writing federal, state, and local grant applications, approve grant allocations for District divisions/department, and track grant expenditures; coordinate analysis and reporting activities, including the District's financial analysis and overall financial performance monitoring; development and analysis of fare policy and future year financial forecasting, and oversee the development and administration of external and internal reporting, including but not limited to National Transit Database (NTD) Reports, federal and state triennial reviews, Public Utilities Commission (PUC) reports, quarterly reporting and monthly management reports; conduct special projects as required and chair the Fare Policy Committee. **Information Technology/Intelligent Transportation Systems:** Plan, organize, direct, and coordinate the full range of duties related to overseeing the selection, deployment, use, and administration of information technology, ITS, and related systems within the District. **Procurement, Contracting and Disadvantaged Business Enterprise (DBE):** Plan, organize, direct, and coordinate the full range of duties related to overseeing the expenditure of funds for goods, services, and capital assets, and to oversee the administration of the District's Disadvantaged Business Enterprise (DBE) program. This includes compliance with all statutes, ordinances, rules, decrees, and other regulations associated with procurement, contracting, and DBE administration. **Executive Duties:** Serve as a member of various teams and committees; represent the Executive Management Team in a variety of capacities as assigned. Formulate policies, procedures, and practices for the assigned functional areas and make recommendations to Executive Management Team, General Manager, and Board of Directors. Represent the District at national, state and local conferences. Consult with other government agencies, the business community, and private organizations to explore new ideas and resolve issues; establish and maintain an effective system of communications throughout the organization; and performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree or equivalent from an accredited college or university in Business, Public Administration, Human Resources, Finance, or a related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.

Experience: A minimum of ten (10) years of progressively responsible management experience in administrative services at various levels, including high level management responsibilities in any of the functional areas.

Proof of required education beyond high school, such as college transcripts, diplomas, licenses and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application, supplemental questionnaire and proof of education, as outlined above, are required for this position. Applications, supplemental questionnaires, and job announcements are available at Human Resources, 2810 O Street, Sacramento, CA 95816, or through our website at www.sacrt.com.

Completed employment application, supplemental questionnaire and proof of education, as outlined above, must be submitted to the Human Resources Department not later than Thursday, August 11, 2016 at 5:00 p.m. RT does not accept e-mail applications, on-line applications, or late applications regardless of postmark. RT will not process incomplete applications. **Resumes are not accepted in lieu of an application, but may be included with the application.** For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans.

(Supplemental Questionnaire on Reverse Side)