



TITLE: Chief Financial Officer
DEPARTMENT: Finance & Administration
REPORTS TO: Executive Director
SUPERVISES: Finance Assistant I, Finance Assistant II, and Accounting Manager
FLSA Status: Exempt/ Non-Safety Sensitive

POSITION DESCRIPTION

Reporting to the Executive Director of River Valley Transit Authority (“RVTA”) will be the primary advisor to the Executive Director in setting RVTA's budget policy and overall financial direction while also being a key participant in developing the organization’s overall strategy and grants accounting (i.e., invoicing and tracking of expenditures). The Chief Financial Officer will lead RVTA's Finance staff.

RESPONSIBILITIES

Accounting Oversight

- Establish accounting policies, procedures, and practices to be executed by the accounting staff.
- Provide oversight and direction of the work of the accounting staff to ensure compliance, accuracy, and timeliness of reports, invoices, and other documents.
- Review all reports and other financial indicators and incorporate relevant information into short- and long-term decision-making processes.
- Act as primary liaison with auditors; actively participate in preparation of annual financial statements.

Budget Oversight

- Oversee short and long-term budgetary planning and cost management in alignment with RVTA’s strategic plan.
- Oversee budgeting, and the implementation of budgets, so as to monitor progress and present operational metrics both internally and externally.
- Prepare monthly budget adherence reports by budget line item. Analyze findings of reports and advise administration as to potential problems including funding source performance measures.
- Continuously review procedures and business practices in all organizational functions to identify potential cost efficiencies or rectify discrepancies between budgeted and actual expenditures.
- Ensure that RVTA maintains financial record systems in accordance with Generally Accepted Accounting Principles and monitor the use of all funds.
- Oversee the preparation and approval of all budget reporting materials and metrics for the RVTA Board of Directors; prepare and communicate monthly and annual financial statements.
- Represent RVTA at budget request meetings with RVTA Board.



Strategic Financial Planning

- Partner with the Executive Director on all operational and strategic issues as they arise; provide strategic recommendations to the Executive Director based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Participate in the ongoing strategic planning process as an integral member of the senior management team.
- Develop and continuously refine budget modelling tools and techniques.
- Analyze lifetime costs on items related to collective bargaining.
- Provide all reporting to FTA and DOT Grants as it pertains to financial issues and grant management.

Organizational Administration

- Oversee the activities of the accounting function as managed by the RVTA accounting department.
- Participates in preparation for state and federal review processes, including PennDOT performance reviews and FTA reviews
- In keeping with RVTA's SMS plan, ensures that safety requirements are included in budgetary information.

WORK ENVIRONMENT

- Primarily works in an office environment with hours of work generally 9 am – 5 pm Monday through Friday, except hours vary according to the needs of RVTA.
- May be required to perform over-night travel on a case by case basis as determined by the Executive Director for business training or furthering of the mission of RVTA.

QUALIFICATIONS AND KEY SKILLS

The CFO will be an experienced leader with at least 12 to 15 years of broad finance experience, ideally beginning in audit, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership. The Chief Finance Officer will ideally have experience managing finance (accounting, budgeting, control, and reporting) for a public sector or nonprofit organization. The Chief Finance Officer will have the following experience and attributes:

- A minimum of a Bachelors in accounting or business administration; an MBA would be a plus. CPA a plus.
- Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting.
- Experience in managing an employee benefits program.
- Skill in examining, developing, reengineering, and recommending policies and procedures.
- Strong analytical skills and experience interpreting a strategic vision into an operational model.
- An effective communicator, with strong oral and written skills.
- Commitment to recruiting, mentoring, training, and retaining a diverse team; the foresight and ability to delegate accordingly.

RVTA is an equal opportunity employer. In accordance with anti-discrimination law, RVTA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. RVTA conforms to the spirit as well as to the letter of all applicable laws and regulations.