

**San Mateo County**  
**TRANSIT DISTRICT**

**San Mateo County Transit District**  
**Chief Financial Officer**

**GENERAL:**

SamTrans is seeking a knowledgeable and strategic Chief Financial Officer/Treasurer (CFO). The CFO reports directly to the General Manager/CEO. The CFO will oversee the Finance Division and is responsible for provision of the full array of financial and contract and procurement services for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA) in compliance with local, state and federal rules and regulations and other generally accepted accounting procedures. The Finance Division will also provide financial services for the San Mateo County Express Lanes Joint Powers Authority (SMCEL JPA). The CFO is accountable for financial operations of these agencies to include the development of financial and operational strategy, and metrics tied to that strategy and the ongoing development and monitoring of control systems designed to preserve assets and report accurate financial results.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Lead the Finance Division team in the management of all financial activities including fare collection systems and the accurate, compliant and timely provision of treasury services, accounts payable and receivable, payroll, general ledger, grants procurement and monitoring, grants and capital accounting, and internal controls and audit functions.
- Responsible for financial capacity modeling, including short and long term revenue and expense forecasting.
- Responsible for development and implementation of the budgets, policies and procedures, monitoring of budget activities and timely reporting.
- Responsible for the preparation of the financial statements for these agencies and reporting them to the Boards of Directors.
- Oversee the provision of policy direction to ensure shared financial and/or contracts & procurement services are provided equitably to these agencies.
- Responsible for development and implementation of contracts and procurement policies and procedures consistent with federal and state laws and regulations, the District's Procurement Policy, and generally accepted procurement procedures.
- Oversee activities of the contracts and procurement department including the development of all formal and informal RFQs, RFPs and IFBs and other related activities. Determine which general and special provisions are to be included, depending on the funding agency and individual project needs.
- Participate as a member of the executive team in policy development and implementation.
- Provide short and long term strategic financial advice, including without limitation financial sustainability.
- Provide financial advice in connection with all major projects including without limitation to the CalMod Program, SamTrans Fleet Electrification, and SamTrans Headquarters development.
- Ensure that all financial reports are prepared in a timely, transparent, and accurate manner.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO and affirmative action policies and procedures are followed. Participate in the selection and coordination for staff training and professional development, establish performance objectives, monitor and evaluate employee performance.

**EXAMPLES OF DUTIES:**

- Provide guidance and recommendations on financial, contracts and procurement and other matters to the General Manager/CEO, members of the Boards and internal customers.
- Oversee the preparation, implementation and control of the District's operating and capital improvement budgets; forecast District revenues, expenditures and year-end balances.

**San Mateo County**  
**TRANSIT DISTRICT**

- Forecasting and modeling and the management of debt for all agencies, including reimbursement and revenue bonds, other short and long-term debt instruments and the investment of funds including bonds and note proceeds. Provide guidance and policy direction to the finance and contracts/procurement team members to ensure shared services are equitably provided to these agencies.
- Direct the development of the agencies' grant strategies, in coordination with other internal stakeholders including Government Affairs, and execute such strategies in a timely fashion to ensure effective and maximum leverage of external funding with internal financial resources.
- Ensures that all financial and budget reports are prepared in accordance with the agencies' deadlines.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Responsible for the presentation of the monthly financial statements for all agencies to all three Boards of Directors at public Board meetings.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Work under the guidance of the General Manager/CEO who establishes goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:**

Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in accounting/financial management or a related field
- Ten years of experience in the finance field,
- Five years of experience in a senior finance/accounting management position.

**PREFERRED QUALIFICATIONS:**

- Must have outstanding people and interpersonal skills.
- Excellent oral and written presentation and communications skills.
- Demonstrated ability and knowledge about the implementation of financing mechanisms and concepts, debt management and treasury.
- Outstanding working knowledge of budgeting practices and implementation of budgetary policies, financial reporting, GAAP, governmental and grant accounting, including government accounting and auditing standards.

**HOW TO APPLY:**

SamTrans has engaged Krauthamer & Associates ("K&A"), a retained executive search firm, to assist with the recruitment of the CFO. Interested parties should contact Gregg Moser, Principal at K&A, via email at [gmoser@kapartners.com](mailto:gmoser@kapartners.com) to obtain more information or to apply for the position with an attached resume.