

# JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/jobs>

Employment Hotline 650-508-6308

**October 13, 2023**

**TITLE:** Deputy Chief Financial Officer  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Finance  
**APPLICATION DEADLINE:** **Sunday, November 19, 2023**  
**PAY RANGE:** **\$3,508.40 - \$5,262.59 weekly (\$182,437 - \$273,655 estimated annual)**  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Deputy Chief Financial Officer reports to the Chief Financial Officer and is responsible for budget, grants, accounting, treasury, procurement, and financial planning/ analysis/ risk services for SamTrans, the Caltrain Joint Powers Board, the Transportation Authority (TA), and the 101 Express Lanes Joint Powers Authority (ELJPA) in compliance with local, state, and federal rules and regulations and other generally accepted accounting procedures. The Deputy CFO oversees the day-to-day management of financial operations for the agencies, including development of financial and operational strategy metrics and monitoring of control systems designed to preserve assets and report accurate financial results.

This position supports the CFO's goals, objectives, and functions of the CFO through a varied, elastic portfolio of financial and organizational responsibilities for SamTrans, Caltrain, the TA, and the ELJPA ("the Agencies"). The incumbent provides executive support to the CFO and acts as an independent, unbiased source of financial and organizational information, analysis, synthesis, coordination, and resolution. The incumbent supports development of solutions to complex agency problems; provides briefings on current and emerging financial issues; supports staff development and organizational realignments; and represents the CFO on high level task forces, planning groups, and committees. They provide leadership and foster teamwork and cooperation across the Finance Group and other Agency teams. The Deputy CFO serves as acting CFO upon request.

This position provides counsel to the CFO and senior management for financial planning, grants, budgeting, investment, procurement, and financial accounting/reporting.

#### Organizational Planning/ Change Management

Builds and grows an inclusive environment promoting partnership, cooperation, teamwork, and appreciation. Develops and implements professional development and succession planning for the Finance Group. Identifies, participates in, and advances staff for leadership training. Manages senior management appointments, including advising CFO on sensitive personnel issues, recruitment, and retention of direct reports. Manages organizational redesigns and change management for the Finance Team.

#### Strategic Financial Support

Provides strategic oversight for development and administration of operating and capital budgets for all Agencies; assesses and provides guidance on how to maximize existing funding and pursue additional funding to meet financial needs of various projects and programs; recommends improvements to various financial procedures including planning and reporting. Modernizes financial planning and reporting to provide timely, meaningful, and accessible data and analysis to various stakeholders, including departments, elected officials, and the public. Ensures effective financial operations and support for all stakeholders.

Upon request, directs issues of substantial financial complexity and/or high management visibility. Independently performs the most complex research and studies for Agencies and external stakeholders

such as MTC. Negotiates directly to achieve solutions to complex problems with high-level stakeholders including, regional organizations, including MTC; partner Agencies, such as VTA and SFMTA; and local governments, including cities and counties. Provides briefings on current and emerging issues.

Proactively provides the CFO with timely and balanced views of current and emerging trends/ issues/ problems, as well as viable options for addressing them. Supports short and long-term strategic and capital planning for the Agencies, including provision of need, financial outlook, scenarios, tradeoffs, and constraints.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Provide guidance and recommendations on financial and strategic matters to the CFO, Executive Team, and other stakeholders.
- Lead preparation and ensure accuracy of financial statements and other financial documents for all agencies to all four Boards of Directors at public board meetings.
- Direct annual and biennial budget processes, including development and implementation of operating and capital budgets.
- Direct monthly, quarterly, annual, and other financial reporting efforts, ensuring all financial reports are prepared on-time and accurately.
- Oversee management of all financial activities and the accurate, compliant and timely provision of treasury services, accounts payable and receivable, payroll, general ledger, grants and capital accounting, and internal control (audit) functions.
- Hire, mentor, supervise, and take appropriate corrective and/or disciplinary action for staff. Ensure EEO and affirmative action policies and procedures are followed. Participate in selection and coordination for staff training and professional development, establish performance objectives, monitor and evaluate employee performance.

**EXAMPLES OF DUTIES:**

- Provide short-term and long-term strategic financial advice to all business units and in connection to all projects.
- Oversee preparation, implementation, and control of annual and biennial operating and capital budgets; forecast District revenues, expenditures, net position, and year-end balances.
- 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.
- Secure cross-stakeholder funding agreements, facilitate multi-stakeholder grant proposals, and provide guidance on maximizing funds across projects, when applicable.
- Ensures that all budgets, financial reports, and grant agreements are prepared in accordance with Agencies' deadlines.
- Evaluate and correct performance of staff, coach and develop staff, including on-the-job and other professional development opportunities.
- Partner with the Office of the Chief Innovation & Technology Officer to modernize and improve financial systems and reporting.
- Present monthly financial statements for all agencies to all 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:** Works under the general supervision of the Chief Financial Officer who establishes goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree,

**San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306**

---

work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in accounting, finance, economics, or related field.
- Eight (8) years of experience leading and managing finance, accounting, auditing, financial planning, grants, budget, and/ or treasury and treasury functions in a large, complex, and highly integrated organization.
- Four (4) years of management-level experience in governmental or enterprise accounting or finance.

**PREFERRED QUALIFICATIONS:**

- Experience utilizing Generally Accepted Accounting Principles.
- Experience in budget development and implementation; financial analysis, reporting, and forecasting.
- Experience with debt issuance and post-issuance bond compliance.
- Experience with the production of financial statements and/or CAFRs for large and complex public organizations.
- Experience in matrixed organizations.
- Experience in the public sector, transportation experience preferred.

**SELECTION PROCESS MAY INCLUDE:** The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

**CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/jobs>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Work Location:	Select positions are eligible to work remote up to 50% of the time
Pension:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"><li>• Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation</li><li>• New Members – 2% @ 62 benefit formula, 3 year average of highest compensation</li></ul>

**HOW TO APPLY:**

- To apply, please visit the <https://www.samtrans.com/jobs>. Complete an online employment application by 11:59 p.m. on **Sunday, November 19, 2022**. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to [recruitment@samtrans.com](mailto:recruitment@samtrans.com).
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.