



Inviting applications for

CHIEF FINANCIAL OFFICER

at Transbay Joint Powers Authority in San Francisco, CA

THE OPPORTUNITY

The Transbay Joint Powers Authority (TJPA) is actively seeking a motivated, team-oriented financial professional who is inspired by public service to serve as the Chief Financial Officer.

ABOUT THE TRANSBAY JOINT POWERS AUTHORITY (TJPA)

The TJPA is an historic collaboration between San Francisco Bay Area governments and transportation agencies delivering the Transbay Program, a visionary transportation and housing project that has transformed downtown San Francisco and the Bay Area's regional transportation system by creating a world class transportation hub in the heart of a new neighborhood. The TJPA's eight-member Board of Directors is composed of representatives of the City and County of San Francisco, the Alameda-Contra Costa Transit District, the Peninsula Corridor Joint Powers Board, the California High-Speed Rail Authority, and Caltrans.

The TJPA oversees the financing, design, development, and construction of the visionary, multi modal Transit Center (also known as "Grand Central of the West") and manages its daily operation. The state-of-the-art Center enhances mobility for a growing city and region by ultimately connecting 11 transportation services, including Caltrain and California High-Speed Rail. The LEED-certified Center features a 5.4-acre rooftop park with 13 botanical gardens, programmed public space, more than 100,000 square feet of shopping and dining, pop-up retail, and world-class public art. TJPA is actively working to complete the Transbay Program by delivering the Downtown Rail Extension Project, which will extend Caltrain rail service into downtown San Francisco and connect California High Speed Rail's statewide rail system to its northern terminus at the Salesforce Transit Center.

Funding for the Transbay Program comes from a variety of sources including the U.S. Department of Transportation, the State of California, the Metropolitan Transportation Commission, the San Francisco County Transportation Authority, the City and County of San Francisco, the San Mateo County Transportation Authority, and AC Transit. A Naming Rights Agreement with Salesforce.com provides partial funding for operation of the Center.



ABOUT THE POSITION

The Chief Financial Officer (CFO) is responsible for the day-to-day financial activities of the TJPA, including management of the finance team and consultants. In this capacity, the CFO is responsible for accounting and financial reporting, budget development and management, grants management, procurement, debt management, cash and investments, risk management, the SBE and DBE Programs, and capital project management. The CFO reports to the Executive Director and is appointed by the TJPA Board.

The array of duties and responsibilities is summarized below.

- Develops and implements various **systems and procedures to meet fiscal goals, objectives, policies, and priorities of the TJPA** including budgeting, forecasting and cash management programs.
- Oversees the preparation of **financial reports and the annual independent financial audit**; presents reports, analysis, and recommendations to the Executive Director and TJPA Board.
- Oversees the TJPA's **investment portfolio** and management of investments, including investment reporting; manages and develops broker/dealer relationships.
- Maintains **banking** relationships, bank account set-up, maintenance, and integration.
- Responsible for short- and long-term cash flow management to meet **cash flow** needs.
- Develops annual **operating and capital budgets**; monitors annual budgets to ensure proper fiscal management.
- Oversees development and management of **long-range financial plans**, including coordination with local, regional, state, and federal plans/programs.
- Develops and manages **relationships with funding agencies and grantors**; applies for and manages grants including grant reporting requirements and monitoring spending and expenditures according to grant requirements.
- Develops **funding strategies** for consistent and continuous funding for capital projects.
- Understands **bond obligations** and works with consultants to oversee bond issuance, management, and reporting. Issues municipal bonds for long- and short-term capital financing. Manages outstanding debt and ensures compliance with debt covenants.
- Manages **procurement and contracting activities** in accordance with internal policies and state or federal rules and regulations.
- Develops and administers TJPA's **Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) Programs**.
- Administers **contracts with third-party vendors** in accordance with current TJPA policy, Federal Transit Administration's (FTA) Circular 4220.1F and its successors, FTA Best Practices Procurement Manual, and other federal rules and regulations.
- Assists in maintaining TJPA **website** to provide current financial and contract/procurement-related information for the public.
- **Supports TJPA staff** with additional special projects and duties as needed.



THE IDEAL CANDIDATE

The Chief Financial Officer must have demonstrated fiscal and policy experience in a complex public sector environment. They must understand governmental accounting standards regulating the financial administration of an agency, and federal and state contract laws as well as public agency and/or transportation finances.

As a relatively small agency, it is important to understand this position is for a working CFO. The ideal candidate will be a committed team player who is willing to help others and demonstrate the following competencies:

- **Problem Solving.** Identifies and resolves problems in a timely manner; gathers and skillfully analyzes information; develops alternative solutions; works well in group problem-solving situations.
- **Technical Skills.** Possesses strong financial skills; pursues training and development opportunities to remain abreast of financial requirements; strives to continuously build knowledge and skills; shares expertise with others.
- **Prioritization and Delegation.** Prioritizes and delegates work assignments to meet multiple deadlines related to various responsibilities; matches the assignment to the person; gives authority to work independently; sets expectations and monitors delegated activities.
- **Internal/External Working Relationships.** Develops and maintains courteous and effective working relationships with staff, board members, funders, partner agencies and other stakeholders.
- **Collaborative and Supportive Manager.** Includes staff in planning, decision-making, facilitating and improving processes; takes responsibility for staff activities; is accessible to staff; provides regular performance feedback; develops staff skills and encourages growth; fosters quality focus in others; continually works to improve supervisory skills.
- **Dedicated Public Sector Professional.** Exhibits the value of public service by building and maintaining relationships with elected officials and the public.



QUALIFYING EXPERIENCE & EDUCATION

Education. A bachelor's degree from an accredited college or university with major coursework in accounting, finance, public policy, public or business administration, or a closely related field is required.

Experience. Minimum of six years of progressive levels of supervisory and management experience in accounting or finance are required, and public sector experience is desirable.

Certification. A Certified Public Accountant (CPA) and/or a GFOA certified public finance officer is desirable.

COMPENSATION & BENEFITS

The salary range is \$210,080-299,520 and is dependent upon qualifications and experience. In addition to competitive salaries, the TJPA offers flexible benefit plans that include:

- CalPERS retirement plan
- Deferred compensation plan
- Retiree health (OPEB) plan
- Health, dental, vision, and life insurance
- Pre-tax savings accounts
- Employee assistance programs (EAP)
- Transit and cell phone allowance
- Initially 12 days per year vacation
- 10 holidays
- 12 days per year sick leave
- Up to 5 days per year administrative leave

TO BE CONSIDERED

Interested candidates should
APPLY HERE or visit
KL2Connects.com.
Questions may be directed to
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