

# County Connection

2477 Arnold Industrial Way    Concord, CA 94520-5326    (925) 676-1976    countyconnection.com

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## JOB OPENING

OPENS: 7/6/2021

CLOSES: Open Until Filled

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TITLE:                    **CHIEF FINANCIAL OFFICER**  
DEPARTMENT:        Finance  
SALARY RANGE:      \$158,446 – \$213,082 Annually

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Chief Financial Officer (CFO) oversees the management and general operations of County Connection's fiscal and financial activities. This position is responsible for all aspects of the development, administration, management, and control of County Connection's financial services which include accounting, budgeting, asset management, grants administration, insurance, investments, payroll, and risk management. The CFO serves as a member of the executive team in the development of County Connection's short and long-range strategic goals.

The CFO must exercise a maximum degree of initiative, judgment, and analytical skills in formulating, coordinating, and executing policies, programs, and procedures within the limits of Board policies, directives, and legal provisions. This position must regularly present the financial condition of the Authority to the General Manager and Board of Directors, relating budget expenditures to various program goals. The CFO is responsible for the management and supervision of all financial services staff with direct oversight of the Manager of Accounting and Payroll Supervisor. Responsibilities include, but are not limited to:

- Directing and coordinating the preparation of the Authority's annual capital and operating budgets.
- Developing and analyzing short and long-term financial plans to ensure the financial health of the Authority.
- Assessing the need for any changes in County Connection's financial and fiscal systems; making recommendations and implementing changes as needed.
- Directing the financial activities within all applicable regional, state, and federal regulations to ensure County Connection's continued eligibility for public funds.
- Preparation of financial statements, reports, and information requested by the Board of Directors, staff, funding sources, and independent auditors.
- Preparation and review of bank reconciliations, journal entries, balance sheets, income statements, and account analysis.
- Directing the investment of County Connection funds; establishing and maintaining relationships with financial institutions.

- Preparation of submittals to the CMA or MPO for funding (TDA requests, Measure J, etc.)
- Serving as staff liaison to the Administration & Finance Committee, including coordination of the committee activities and directives. Reports to the A&F Committee the financial condition and results of operations, including detailed reports of recommended expenditures and reserves.
- Serving as a member of the CalTIP and LAWCX Board of Directors as well as other regional committees or finance groups as needed or determined by the General Manager.

## **QUALIFICATIONS:**

### **Education**

Bachelor's degree from an accredited college or university, with major course work in accounting, business or public administration, or a closely related field plus substantial and progressively responsible management experience in the field of auditing, accounting, and financial management in a public transit agency (preferably six years of that experience at the senior manager level). A master's degree in a related field or a CPA is desired.

### **Experience**

Knowledge of financial, fiscal, and budgetary systems, and requirements of a multi-functional transit agency including public finance management, planning and cost control, generally accepted accounting and auditing principles, budget development and administration, management of assets, grants, financial systems (including system conversion), insurance requirements, investment strategies, payroll administration, and risk management and control.

Knowledge of federal, state, and local regulations and procedures applicable to obtaining and administering financial grants for public transportation.

Related experience or training that demonstrates substantial knowledge and abilities pertinent to specific job functions may qualify for substitution of the education requirement and/or experience in a public transit agency.

## **TO APPLY:**

Download and complete the County Connection employment application [here](#).

Submit a cover letter, resume, and completed employment application to [smuhlestein@cccta.org](mailto:smuhlestein@cccta.org). **Please note that County Connection offices are currently closed to the public until further notice.**

Internal candidates must have a minimum of six (6) months in their current position to transfer to another department. The six months of service must be completed by the closing date of this job posting. Please email [smuhlestein@cccta.org](mailto:smuhlestein@cccta.org) to request or submit an internal application.