



Chief Financial Officer



cta

San Bernardino County
Transportation Authority



ABOUT SAN BERNADINO COUNTY

San Bernardino County is a diverse county that encompasses approximately 20,000 square miles and is home to urban areas in the most populated communities of the southwest county, the growing Victor Valley comprised of four cities with expansive residential development, the resort communities of the San Bernardino Mountains and Colorado River, and the vast desert areas with scattered rural communities.

Home to majestic mountains, Joshua Tree National Park and the Mojave National Preserve, ample recreation opportunities abide in San Bernardino County's open space such as skiing, hiking, boating, camping, and mountain biking. By the year 2025, this county of urban, suburban, and rural character is forecast to grow to a total of 2.2 million residents.

ABOUT THE ORGANIZATION

Serving more than 2.1 million residents of San Bernardino County, the San Bernardino County Transportation Authority (SBCTA) is responsible for cooperative regional planning and furthering an efficient multi-modal transportation system countywide. The SBCTA administers Measure I, the 30-year half-cent transportation sales tax approved by county voters in 1989, and supports freeway construction projects,

regional and local road improvements, train and bus transportation, railroad crossings, call boxes, ridesharing, congestion management efforts, and long-term planning studies. SBCTA also serves as the San Bernardino Council of Governments (SBCOG).

SBCTA is leading the way in innovative transportation solutions for Southern California. The agency developed the first federally compliant, self-powered zero emission hybrid battery hydrogen fuel cell passenger train in North America that will launch service in 2025. Additionally, SBCTA is partnering with Brightline West to bring a high-speed electric train service connection between Rancho Cucamonga and Las Vegas, Nevada, as well as constructing a direct connector from the Metrolink San Bernardino Line and Ontario International Airport using autonomous vehicles.

The SBCOG is a voluntary association guided by a joint powers agreement (JPA) and the same elected representatives from the 24 cities and towns and five county supervisorial districts as the SBCTA that serve San Bernardino residents. The distinction, however, is that while SBCTA is focused on transportation issues, SBCOG works within these jurisdictions to address more broad, long-term policy matters like greenhouse gas emissions, housing, promoting healthy communities, public safety, and more.

THE MISSION

Our mission is to improve the quality of life and mobility in San Bernardino County. Safety is the cornerstone of all we do. We achieve this by:

- Making all transportation modes as efficient, economical, and environmentally responsible as possible.
- Envisioning the future, embracing emerging technology, and innovating to ensure our transportation options are successful and sustainable
- Promoting collaboration among all levels of government.
- Optimizing our impact in regional, state, and federal policy and funding decisions.
- Using all revenue sources in the most responsible and transparent way.



THE POSITION

Under administrative direction, plans, organizes, manages, and provides leadership to the Finance Department; fosters cooperative working relationships among departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the Deputy Executive Director and Executive Director in areas of expertise; and performs related duties as assigned.

This is a department director classification that oversees, directs, and participates in all activities of the Finance Department, including short- and long-term planning as well as development and administration of department policies, procedures, and services. This class provides assistance to the Deputy Executive Director and Executive Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, SBCTA functions and activities, including the role of the Governing Board, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering SBCTA's mission, goals, and objectives within general policy guidelines.

THE IDEAL CANDIDATE

The ideal candidate for the Chief Financial Officer position at SBCTA would be a highly motivated self-starter with a proven track record of success, capable of servant-leading one of the agency's largest departments with unwavering confidence and authority.



The candidate should possess a solid sense of judgment and consistently display high integrity and honesty. They should be well-versed in developing and implementing policies and procedures, and have the ability to make sound financial decisions that align with our agencies goals and objectives.

Building and maintaining a cohesive team is crucial for the success of our department. The ideal candidate should have excellent interpersonal skills and the ability to bond with team members, fostering a collaborative and productive work environment. They should also place customer service as a high priority to the agency as this department is a support function to the whole organization.

An accounting background is essential for this role, as the candidate will be responsible for overseeing all financial aspects of our agency. Additionally, familiarity with transportation funding in California would be highly advantageous, as it would enable the candidate to navigate the intricacies of managing multifaceted funding for our large transportation projects.

The CFO will be responsible for steering the agency through fiscal challenges and opportunities, ensuring financial stability and sustainability, and partnering across departments to guarantee fiscal responsibility and transparency. The ideal candidate will bring a strategic mindset to financial planning, with a focus on long-term growth and efficiency.

ESSENTIAL DUTIES

- Assumes full management of the Finance Department including fund, project, and grant accounting, grant administration, debt management, payroll, budgeting, financial reporting, financing activities, and procurement and contract administration.
- Develops and directs the implementation of department goals, objectives, policies, procedures, and work standards.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards; works with employees on performance issues; implements discipline and termination procedures.
- Contributes to the overall quality of the department by developing, reviewing, and implementing policies and procedures to meet legal requirements and SBCTA needs; monitors and evaluates efficiency and effectiveness of service delivery methods and procedures; assesses and monitors distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement and implements changes.



- Manages the development and administration of assigned department budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Develops and manages requests for proposals for professional and/or contracted services; prepares contract specifications, scopes of work, budget, and timeline; evaluates proposals and recommends award; negotiates contracts; manages contracts, supervises the work of consultants, and ensures compliance with specifications and SBCTA service quality and regulatory requirements; approves invoices within signature authority.
- Coordinates the development and administration of SBCTA's annual budget; provides advice and counsel on financial forecasting and planning for major programs; tracks the adopted budget and prepares periodic budget reviews for submission to SBCTA departments; communicates financial goals and strategic objectives; evaluates proposed resource allocations in cooperation with the Deputy Executive Director and Executive Director.
- Establishes SBCTA's budgeting, accounting, and financial reporting practices; evaluates accounting procedures and financial internal controls; establishes and implements security and controls for the financial system; ensures compliance with federal, state, and local government accounting and financial reporting standards and controls.
- Oversees SBCTA's annual financial, compliance, and internal audits; reviews audit reports and responds

to and implements corrective actions as needed; submits audit reports to federal, state, and other agencies.

- Directs and coordinates preparation of various financial reports, including the Annual Comprehensive Financial Report (ACFR) and administration of a Transportation Infrastructure Finance and Innovation Act (TIFIA) loan.
- Coordinates development of ten-year revenue forecast for various funds, including strategic and expenditure plans; coordinates development of long-term cash flow management and bonded indebtedness to meet SBCTA's capital improvement program.
- Manages SBCTA's investment portfolio and adopts strategies to maximize earnings, demonstrate appropriate stewardship of tax dollars, and ensure compliance with investment policy; reviews monthly cash and investment reports; reviews and updates investment policy annually.
- Manages and supervises procurement and contract administration activities to ensure that SBCTA, as well as federal and state policies and regulations are followed.
- Provides highly complex staff assistance to the Deputy Executive

Director; conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.

- Prepares, reviews, and presents reports, various management and information updates, and reports to the Board of Directors and various commissions, committees, and boards.
- Manages the organization and maintenance of accurate and detailed databases, spreadsheets, files, and records; verifies accuracy of information and ensures compliance with established records retention policies, procedures, and schedules.
- Attends, participates, and represents SBCTA at interdepartmental, interagency, and professional meetings; monitors legal, regulatory, technology, and societal changes, and court decisions and stays abreast of new trends and innovations in finance.
- Participates on the Executive Management Team providing input on implementation of Board of Directors' goals, policies, and directives.
- Performs other duties as assigned.



QUALIFICATIONS

Education and/or Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, economics, business or public administration, or a closely related field and ten (10) years of broad and increasingly responsible financial management and accounting experience, including four (4) years of supervisory or management experience.

Licenses and Certifications:

Requires possession of a valid California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.

COMPENSATION AND BENEFITS

The salary range for the Chief Financial Officer position is \$164,100 – 246,150/annual. Agreed-upon salary will be dependent upon qualifications and experience. In addition, SBCTA provides an excellent benefits package, which includes the following:

Retirement – SBCTA employees participate in the San Bernardino County Employees' Retirement Association. SBCTA does not participate in social security.

Deferred Compensation Plan – SBCTA offers two Deferred Compensation Plans. SBCTA contributes \$3 to match each \$1 contribution made by employees up to a maximum combined total of 10% of salary or not to exceed the IRS annual limit.

Health Benefits – SBCTA pays a significant portion of the premium for medical and dental coverage for employees and dependents and vision coverage is fully paid by SBCTA. SBCTA offers five medical plans and two dental plan choices.

Life Insurance – Long-term disability, short-term disability, and \$50,000 group life insurance plan provided by SBCTA.

Employee Assistance Program – Employees are eligible for participation in the Employee Assistance Program that provides confidential counseling and consultation services for family, stress, financial and legal issues.

Vacation – Starting at 80 hours per year but is negotiable for candidates with prior public service.

Sick Leave – Employees accrue 96 hours of sick leave per year.



Administrative Leave – Employees accrue 40 hours of administrative leave per year.

Holidays – Employees are eligible for 13 paid holidays per calendar year.

Work Schedule – SBCTA offers a 9/80 work schedule and options for telework up to two days per week..

Automobile Allowance – \$600 monthly allowance

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, September 27th, 2024.

To be considered, please submit a resume, cover letter, and five work-related references (who will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/sbcta-chief-financial-officer/>

Resumes should reflect years and months of positions held, as well as size of past organization(s).



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the SBCTA. The SBCTA will then select candidates to participate in panel interviews. Extensive reference and background checks will be completed on the selected candidate.