



## CHIEF FINANCIAL OFFICER

**Department:** Administrative Services  
**Employee Group:** Non-represented  
**Reports to:** General Manager  
**FLSA Status:** Exempt  
**Job Number:** 73110  
**Approved by:**

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### OUR MISSION

Ben Franklin Transit (BFT) provides exceptional and cost-effective transportation services that consistently exceed customer expectations while promoting the principles and practices of livable communities and sustainable development.

### OUR VALUES

We value customer service, collaboration, diversity, fiscal accountability, innovation, sustainability, and safety. Employees and representatives of BFT are expected to uphold our values and mission.

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### NATURE OF POSITION

Plan, organize, direct, and administer the functions of the Finance Department, including all Financial and Procurement functions. Perform long-range financial forecasting and strategic planning for revenues and expenditures of Agency funds in accordance with established policies, legal requirements, and professional standards. Displays high standards of ethical conduct.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as principal auditor and treasurer for the Agency and be responsible for treasury management functions and investments.
- Coordinate and direct the Financial and Procurement activities for the department.
- Oversee Agency's strategic and long-term goal planning function.
- Establish and maintain goals and objectives for all functions of the department.
- Prepare comprehensive operating budget by analyzing existing data and forecasting numbers that aligns with the short-term goals of the Agency.
- Construct and deliver highly complex statistical and financial models to forecast business performance consistent with Agency's long-term goals.
- Plan and direct duties related to the oversight of the expenditure of funds ensuring compliance with all statutes, ordinances, rules, and other regulations.
- Identify opportunities to develop and enhance operation efficiencies of the department.
- Compile and summarize statistical data to create financial presentations for the Board of Directors.
- Oversee the Disadvantaged Business Enterprise (DBE) program; inform General Manager and Board of Directors of DBE issues.
- Participate in various agency meetings and committees; collaborate with internal departments and external groups.
- Oversee selecting, orienting, and training of employees; develop personal growth opportunities.
- Plan, direct, and review the work plan for assigned staff; assign work activities; ensure compliance with Agency policies and procedures.
- Facilitate and oversee internal and external audit functions, such as National Transit Database (NTD), Washington State Auditor's Office annual audits, Federal Transit Administration's Triennial Review.
- Oversee the public records request process and records retention policies and procedures.
- Prepare reports, policies, procedures, correspondence, and other documents.
- Work with and maintain confidential information.
- Maintain regular and punctual attendance.

- Other duties as assigned.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Apply principles and practices of accounting, finance, public sector procurement and contracting, budget preparation and control, industry best practices, and internal controls.
- Uniform System of Accounts (USOA), Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB), Budgeting, Accounting and Reporting System (BARS), and Generally Accepted Auditing Standards (GAAS).
- Interpret and apply strategic and organizational management principles and practices.
- Understand and apply Federal, State, and local laws, rules, codes and regulations governing public transit systems.
- Apply principles and practices of supervision, training, employee development, and effective corrective action.
- Define problem areas; develop and recommend effective courses of action.
- Possess strong commitment to team environment dynamics with the ability to contribute expertise and follow leadership directives at appropriate times.
- Strong comprehension of technical concepts with the ability to communicate them effectively to individuals of various technical abilities, skills, and backgrounds.
- Present financial information before managers and Board of Directors.
- Establish and foster positive working relationships with those encountered during work.
- Write clear and concise reports and documentation.
- Exercise sound judgment in making decisions.

### **OTHER CHARACTERISTICS**

- Collaboration: Shares time and knowledge with others; adjusts priorities as circumstances dictate; follows through on commitments, accepts responsibility for actions, resolves interpersonal conflicts constructively.
- Diversity: Demonstrates an awareness and respect of cultural and individual values. Treats all people with dignity, courtesy, and respect.
- Fiscal Accountability: Actively contributes to the productivity of the agency; demonstrates good stewardship of company time and resources; displays high standards of ethical conduct.
- Customer Service: Anticipates the needs of internal and external customers; delivers quality work products and services within expected timeframes. Considers and responds appropriately to people in various situations.
- Innovation: Considers new approaches to situations; encourages ideas and improvements.
- Sustainability: Actively encourages environmental benefits and the conservation of natural resources.
- Safety: Adheres to safety related laws, regulations, standards, and practices; performs work in a safe manner; encourages and supports others to be safe while at work.

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree in Accounting, Finance, Economics, or a related field from an accredited institution and five-years of increasingly responsible financial and management level experience.

Must possess a valid driver's license.

### **LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS**

None.

### **PREFERRED QUALIFICATIONS**

Seven-years of related experience. Certified Public Accountant or Certified Public Finance Officer. Public sector experience desired.

### **PHYSICAL REQUIREMENTS**

Generally sedentary in nature; occasionally stand and walk; intermittently kneel, stoop, bend and twist at the waist, and reach overhead; sit for long periods of time. Rarely kneel, crouch, or crawl. Occasionally lift, push/pull, or carry up to 40 pounds. Good vision to read print and computer screen. Hear and speak to communicate in person, before groups, and over the telephone. Manual dexterity of hands and fingers to include repetitive keyboarding, grasping and reaching to operate a computer keyboard, mouse and/or standard office equipment.

### **WORKING CONDITIONS**

Work is primarily performed in an office environment where noise, frequent interruptions and lack of private work space may be present. Operate a motor vehicle.

**Essential Functions** may include the duties and responsibilities, as well as knowledge, skills, abilities, and other characteristics listed in this job description. Employees in this position must maintain a level of mental and physical fitness required to perform the essential functions of this classification with or without reasonable accommodation.

**Job descriptions** are intended to present a descriptive list of the range of duties performed by employees in the position. Job descriptions are not intended to reflect all duties performed within the job. Job descriptions are subject to revision and may be updated as appropriate to reflect operational changes within the role.

**Employees** in all positions must pass a background investigation including a criminal and employment investigation; positions with cash handling or financial administrative duties will be subject to a consumer credit investigation.