



AC Transit seeks a leader in the world of public transit finance who will:

- Elevate their career trajectory;
- Help steer the advancement of a vanguard transit district;
- Ensure AC Transit continues to play an integral role in the San Francisco East Bay's infrastructure;
- Advocate for equitable transportation investments to support transit dependent riders;
- Be adaptable, communicative, and an energetic leader;
- Be the driving force behind unique public grants and contracts representing federal, state, and local funds;
- Be adept with nonprofit finance with a robust understanding of transit and public agencies.

Chief Financial Officer



AC TRANSIT

Voters created the Alameda-Contra Costa Transit District (AC Transit or the District) in 1956 and subsequently approved a \$16,500,000 bond issue in 1959 enabling the District to buy out the failing, privately owned Key System Transit Lines. In the more than half century that AC Transit has been in operation, its service area and offerings have been expanded considerably and it has become a leader in the use of alternative fuels. Today, the Alameda-Contra Costa Transit District is the third-largest bus-only agency in the United States, serving 13 cities and adjacent unincorporated areas in Alameda and Contra Costa counties. As at its inception, AC Transit is continually looking forward for better ways to move people.

AC Transit's service area is home to a bustling economic, academic, and multi-ethnic community. The region enjoys a varied geography ranging from urban marinas and city centers to rolling hills and open spaces. A variety of housing options can be found within the region, with both regionally affordable as well as upscale homes available in distinct neighborhoods with low crime and educated neighbors. Recreational and business opportunities are within easy, convenient reach thanks to AC Transit and other partner agencies.

To view AC Transit's informative strategic plan, please visit:
<http://www.actransit.org/wp-content/uploads/AC-Transit-Report-5.pdf>

THE POSITION

Working under the General Manager and with policy direction from the Board of Directors, the Chief Financial Officer (CFO) is responsible for overseeing AC Transit's financial operations, which has a total organization-wide staff of 2200 employees and a \$466 million dollar operating budget, as well as a capital budget. The position provides highly complex and responsible financial direction for the District and its staff through furthering the goals and objectives of multiple departments and programs. The core areas of operation are as follows:

- ◆ **Office of Management and Budget** – This group of eight employees is responsible for the District's Operating and Capital Budgets and contains the Capital Planning and Grants and the Operating Budget sub-departments.
- ◆ **Procurement & Materials** – This group of more than 50 employees is responsible for purchasing the necessary professional services, equipment, and commodities that enable the organization to carry out its mission. This group is also responsible for contract services and the management of inventories.
- ◆ **Accounts Payable** – This group of three employees is responsible for handling all payment instruments, accounts payable, payroll, pension payment checks, wires, and direct deposit.
- ◆ **Treasury** – This group of eight employees is responsible for revenue collection, accounting, cash management, and feasibility studies of activities with a financial impact to the District.
- ◆ **Office of the Controller** – This group of six employees has management and oversight responsibilities for the District's financial statements and related audits, accounting functions, actuarial valuations, and related compliance.



- ◆ **Payroll** – This group of eight employees is responsible for legal and collective bargaining agreement compliance and ensuring that all staff and retirees are paid accurately and on time.
- ◆ **Real Estate** – This department manages the 3.3 million square feet of real estate that the District owns and leases (both to and from other parties).

The full job description for the CFO can be found here: <https://executivesearch.cpsr.us/flyer?file=CFOJobDescription.pdf>



THE IDEAL CANDIDATE

The ideal candidate will appreciate being in a ‘can do’ organization that is open to ideas and giving employees room to make them work. The individual should cherish public service in the community and continue to champion the organization’s strong sense of teamwork and empowerment. The selected candidate would ideally have experience and comfort working directly with elected officials.

The new CFO should continue the District’s focus on staff training and development to promote increased expertise, motivation, and focus. A keen eye for understanding and improving processes while engaging others in policy implementation is highly desirable. To succeed, the individual must understand Federal Transit Administration funding and how to work with a regional organization like the Metropolitan Transportation Commission. In addition to financial acumen, leadership skills and an inspiring demeanor are critical: particularly during the current global pandemic, which requires a confident, capable, and creative executive to help chart a financial course of adaptation and recovery.

EDUCATION AND EXPERIENCE

Education: Equivalent to a bachelor’s degree from an accredited four-year college or university in business administration, public administration, accounting, finance, economics, or a related field.

Experience: Ten (10) years of verifiable and increasingly responsible experience in the development and administration of financial and/or budget programs that include five (5) years supervising fiscal service functions and managing subordinates.

Equivalent combinations of education and experience may be considered.

COMPENSATION AND BENEFITS

The salary range for the Chief Financial Officer will be **\$197,647 - \$252,548** and the starting salary will be dependent upon experience. AC Transit offers the following benefits:

- ◆ Medical, Vision, Prescription, and Dental Insurance
- ◆ Personal Time Off, Management Leave, and Paid Holidays
- ◆ AC Transit Retirement System
- ◆ Retiree Medical Insurance with 50% – 100% employer paid premiums; 100% coverage for dental and vision insurance, plus basic life insurance
- ◆ Deferred Compensation (457 Plan) with employer contribution
- ◆ Other benefits such as free bus transportation, credit union membership, tuition reimbursement





APPLICATION AND SELECTION PROCESS

The first review of resumes will occur on January 11, 2021. To be considered, please submit a detailed cover letter and résumé, which should reflect both years **and** months of employment dates. Please submit your materials for this position through our website: <https://secure.cps hr.us/escandidate/JobDetail?ID=1722>

The most competitive candidates will be invited to participate in a telephone interview with the consultant. AC Transit will make the final determination as to which top candidates advance to the final interview process.



For additional information about this position please contact:
Josh Jones at 916.471.3301 or jjones@cps hr.us

