



CONTROLLER-TREASURER

JC: XF105
PB: CT
FLSA: Exempt

PC: 960
BU: 98 (NR)
Created: June 2003
Revised: April 2015

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under policy direction of the Board of Directors, the Controller-Treasurer plans, organizes, directs, and administers the functions of the Finance Department, including Financial Accounting, Treasury Services, Risk Management, Payroll and related activities and provides advice and financial information to District staff and the Board of Directors regarding District financial activities and position.

CLASS CHARACTERISTICS

This is an At-Will Executive Management position which is appointed by, reports to and serves at the discretion of the Board of Directors. This position functions as the Chief Financial Officer for the District and is responsible for the management and oversight of finance, disbursement, investment, debt administration, cash collection and revenue services, controllership, payroll and risk management.

REPORTS TO

Board of Directors

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Plans, organizes, directs, staffs, coordinates, controls, and manages the Finance Department to meet the immediate and long term financial goals of BART.
2. Reviews, modifies and approves Finance Department goals and objectives consistent with Board of Directors' policies.
3. Attends all Regular and Special Meetings of the Board of Directors and all Standing Committee Meetings.
4. Reviews Board agenda items and provides concurrence on actions with financial impacts.
5. Develops and implements strategies and policies pertaining to review, adjustment, and implementation of short and long term financial plans.
6. Participates in the development of BART's long range strategic plans.

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7. Ensures that BART has adequate funding to meet ongoing and project commitments.
8. Develops new sources of funding and oversees the utilization of funding sources.
9. Manages cash collection, and Implements and maintains cost effective fare payment systems.
10. Participates in the review of investment managers and their performance.
11. Formulates, develops and implements policies and procedures that maintain and improve BART's financial position, including financial planning, capital budget expenditures, and statistical information collection and analysis.
12. Ensure that financial information is available to the public in an accessible an transparent manner.
13. Provides assistance, leadership, strategic advice and counsel to the Board of Directors, and Executive Management in all areas with financial implications to BART.
14. Establishes and maintains effective relationships with local, state, and Federal agencies; investment bankers, credit analysts, commercial bankers, and other members of the financial community.
15. Formulates, recommends and administers the District's Investment and Risk Management policies.
16. Formulates and implements risk management strategies including insurance contracts and bond requirements.
17. Represents BART before city councils and other State, Federal, local and regional agencies, boards, and commissions, and in public meetings and hearings.
18. Ensure that effective computer software and hardware are utilized to support all functions of the Department.
19. Selects, supervises, trains, motivates, assigns, evaluates, counsels and disciplines staff, including establishing professional standards for work quality, quantity, performance, and accountability.
20. Oversees and participates in the development and administration of the Department's budget; approves the forecast of funds needed for staffing equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate.
21. Prepares, reviews, and approves detailed financial correspondence and reports.
22. Ensures that BART complies with regulatory financial filing requirements and directs the preparation of reports to outside funding sources.
23. Reviews and reports on the impact of Federal/State legislation on District financial activities.

24. Arranges debt financing through consultation with bankers, brokers and other finance professionals.
25. Reviews auditing controls and the external audit to compliance with governmental accounting standards.
26. Ensures that BART's financial information systems address the requirements of BART's finance needs.
27. Ensures compliance with BART policies and procedures regarding equal opportunity and discrimination and harassment protection; and performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of organization, administration, fiscal, and personnel management
- Principles, techniques and processes of government at the local, regional, state and federal levels
- Principles of supervision, training, employee development and effective discipline
- Principles, techniques, and practices of modern public and business administration
- Principles of investing
- Principles, practices, laws and regulations governing the issuance of tax-exempt bonds
- Principles and practices of accounting, auditing, and public finance, including capital budget control; funding of major public works projects; systems management; financial administration; planning and forecasting; and operational and cost accounting
- Principles, practices, laws, regulations, and ordinances concerning financial activities including investing, and debt and risk management

Skill/Ability in:

- Plan, organize, direct, implement, and evaluate the activities of the Finance Department, including the functions of Financial Accounting, Treasury Services, Payroll and Risk Management , and related activities
- Streamline financial processes
- Manage the cash flows throughout a major public organization, including coordinating accounts receivable collection, establishing efficient cash collection procedures, and implementing sophisticated disbursement techniques
- Implement the funding of major public works projects, including obtaining funds in the public market utilizing sophisticated financial instruments from short-term commercial paper to longer-term mortgages or publicly financed bonds
- Work in an environment requiring strong discipline and attention to detail
- Communicate and work effectively with all levels of District management, elected and appointed government officials, business and community organizations, and various interest groups
- Effectively utilize the services of various financial consultants, bond counsel, underwriters and rating agencies
- Understand, interpret and analyze complex legal and technical information, including state and federal laws and regulations
- Work effectively under stressful situations involving confrontation and conflict
- Analyze and evaluate complex financial and fiscal problems and recommend effective solutions

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- Develop policies and procedures to improve the operations and functions of the Finance Department
- Review and prepare correspondence and comprehensive reports
- Effectively represent BART before city councils and other Federal, State, local and regional agencies, boards and commissions, and in public meetings and hearings
- Select, supervise, train, motivate, assign, evaluate, counsel and discipline staff
- Communicate clearly and effectively, both orally and in writing
- Take initiative, reason logically, and be creative in developing and introducing new ideas
- Define problem areas and evaluate, recommend and implement alternative solutions to complex issues and problems
- Establish cooperative relations with staff, consultants, technical committees, community organizations, representatives of Federal, State, regional, and city agencies, key representatives of the financial community, including banks, investment bankers, analysts and others and the general public

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree from an accredited college or university with a major in finance, business administration, economics, accounting, public administration or closely related field.

Experience:

Pursuant to 28810 of the California Public Utilities Code, *"the person appointed controller shall have been actively engaged in the practice of accounting for not less than seven (7) years next preceding appointment"*. At least two of the seven years of experience must include direct supervision duties. Accounting practice relates to the practical application of accounting to the financial accumulation and reporting needs of an organization. Examples of qualifying accounting experience can include, but are not necessarily limited to, the following:

- a) Financial accounting
- b) Public accounting
- c) Governmental accounting
- d) Forensic accounting
- e) Management accounting
- f) Tax accounting
- g) Internal auditing

DESIRABLE QUALIFICATIONS:

Certified Public Accountant (CPA), Certified Management Accountant (CMA), or Chartered Financial Analyst (CFA) and/or Master's Degree in business administration, finance, public administration or a related field.

Experience in a large and diverse public organization with increasingly responsible organizational responsibilities.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 0100 – Board Appointed Position

Census Code: 0010 – Chief Execs and Legislators

Safety Sensitive: No