



Bay Area Rapid Transit

*Invites applications for*



# Assistant General Manager, Finance

**\$224,607 — \$340,279/Annually** (Non-Represented Pay Band 14)

**An Equal Opportunity Employer** - BART is an equal opportunity employer. Women, minorities, and persons with disabilities are encouraged to apply.

[www.bart.gov/jobs](http://www.bart.gov/jobs)

# THE DEPARTMENT

Finance

## THE POSITION

Bay Area Rapid Transit (BART) in San Francisco, California is seeking a dynamic and experienced executive who has proven leadership experience in finance to serve as its Assistant General Manager, Finance (AGM, Finance).

Under general direction, the AGM, Finance plans, organizes, directs, and administers the functions of the Financial Control Department, including Financial Accounting, Payroll, and related activities; provides advice and financial information to District staff, the Chief Financial Officer, and the Board of Directors regarding District financial activities and position; and performs related duties as assigned.

The AGM, Finance reports to the Chief Financial Officer and manages, through subordinate department heads, division managers, and supervisors, all activities related to finance, disbursement, debt administration, controllership, timekeeping, and payroll.



## BAY AREA RAPID TRANSIT

Careers at the San Francisco Bay Area Rapid Transit District (BART) offer the satisfaction of providing an invaluable public service, while accomplishing your own career goals, earning highly competitive pay, and enjoying an unparalleled benefits program. BART, one of America's premier heavy rail public transit systems, is located in the San Francisco Metropolitan area. With over 4,300 employees and an annual operating budget in excess of \$1 billion, BART provides high frequency rail service to 50 stations in five counties (San Francisco, San Mateo, Alameda, Contra Costa and Santa Clara).

## 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:** Nine (9) years of full-time professional experience in financial accounting, public accounting, governmental accounting, forensic accounting, tax accounting, internal auditing or related experience which must have included at least four (4) years of management experience.

**Desirable Qualifications:** A 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.

# BAY AREA RAPID TRANSIT



## ESSENTIAL RESPONSIBILITIES

- Provides strategic leadership and executive level oversight to the Director of Financial Control; plans, organizes, directs, staffs, coordinates, controls, and manages the Finance Department to meet the immediate and long-term financial goals of BART.
- Reviews, modifies, and approves Finance Control Department goals and objectives consistent with Board of Directors' policies.
- Attends all Regular and Special Meetings of the Board of Directors and all Standing Committee Meetings.
- Reviews Board agenda items and provides concurrence on actions with financial impacts.
- Develops and implements strategies and policies pertaining to review, adjustment, and implementation of short- and long-term financial plans.



- Participates in the development of BART's long range strategic plans.
- Ensures that BART has adequate funding to meet ongoing and project commitments.
- Assists the Chief Financial Officer in managing bond proceeds, determination of the annual property tax rates to be assessed for the debt

service of the District's General Obligation bonds, and other bond administration related functions to ensure legal and regulatory requirements are met.

- Formulates, develops, and implements policies and procedures that maintain and improve BART's financial position, including financial reporting and statistical information collection and analysis.



- Ensure that financial information is available to the public in an accessible and transparent manner.
- Aids, provides leadership, strategic advice and counsel to the Board of Directors, and

Executive Management in all areas with financial implications to BART.

- Establishes and maintains effective relationships with local, state, and Federal agencies, and other members of the financial community.
- Represents BART before city councils and other State, Federal, local, and regional agencies, boards, and commissions, and in public meetings and hearings.
- Ensure that effective computer software and hardware systems are utilized to support all functions of the Department by identifying and defining finance department functional needs and requirements for the development and maintenance of existing and new IT systems.
- Selects, supervises, trains, motivates, assigns, evaluates, counsels and disciplines staff, including establishing professional standards for work quality, quantity, performance, and accountability.
- 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.

## BENEFITS

### RETIREMENT PROGRAMS

BART's pension plan is through the California Public Employees' Retirement System (CalPERS), and provides for a 2% @ 62 retirement formula for new employees who are also new to public retirement systems. Newly hired Employees who are members of CalPERS or a reciprocal retirement system, and who qualify as defined by CalPERS will receive the 2% @ 55 formula. Deferred Compensation Plan (IRC 457) is offered.

BART does not contribute to Social Security. However, BART contributes to Money Purchase Pension Plan on behalf of the employee.

### MEDICAL BENEFITS

Choice of HMO & PPO through CalPERS. For most plans, you only pay a monthly premium of \$164.68 for you and your dependents.

### DENTAL BENEFITS

Coverage is \$2,000 per person per calendar year with no deductible. Covered services are generally provided at 90% and 100%. Orthodontia—lifetime max of \$3,500. Premium paid by BART.

### VISION BENEFITS

Premium for basic plan is paid by BART. and enhanced plan available.

### VACATION

Three weeks of paid vacation after 1 year of service. Four weeks after five years of service. Five weeks after 15 years of service. Six weeks after 19 years of service.

### HOLIDAYS

Nine paid statutory holidays per year  
Five floating holidays per year

**SICK LEAVE**  
Twelve days per year

### LIFE INSURANCE

Coverage is two times annual base salary. Premium paid by BART. Optional coverage available

### DISABILITY BENEFITS

Premium for long and short-term disability are paid by BART. Optional coverage available.

### OTHER BENEFITS

Education Assistance Program  
Employee Assistance Program  
Free BART Transportation

Note: Benefits are subject to change.

## ESSENTIAL RESPONSIBILITIES

- Prepares, reviews, and approves detailed financial correspondence and reports.
- Ensures that BART complies with regulatory financial filing requirements and directs the preparation of reports to outside funding sources.
- Reviews and reports on the impact of Federal/State legislation on District financial activities.
- With the Chief Financial Officer and the Assistant General Manager of Performance and Budget, supports debt financing through consultation with bankers, brokers, credit rating agencies, and other finance professionals.
- Reviews, recommends, and implements policies and procedures that support proper internal control processes and procedures.
- Oversees financial reporting and external audits to ensure compliance with governmental accounting standards and sound financial management policies and procedures.
- Participates in the review of actuarial assumptions used in the valuation of the Retiree Health Benefit Trust and Survivors Benefit Trust.
- Ensures compliance with BART policies and procedures regarding equal opportunity and discrimination and harassment protection; and performs related duties as required.

## KNOWLEDGE AND SKILLS

### 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, 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 debt management

### Skill in:

- Plan, organize, direct, implement, and evaluate the activities of the Finance Department, including the functions of Financial Accounting, Payroll, Accounts Payable, Accounts Receivable, 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
- 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
- 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
- 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, other stakeholders, and the general public



## HOW TO APPLY

BART has engaged K&A, a retained executive search firm, to assist with the recruitment of the AGM, Finance. If you are interested in this outstanding opportunity, please contact Gregg A. Moser, Partner at K&A, at [gmoser@kapartners.com](mailto:gmoser@kapartners.com). Applications must be submitted (in completed form) by the closing date and time listed on the job announcement.

## SELECTION PROCESS

Applications will be screened to assure that minimum qualifications are met. Those applicants who meet minimum qualifications will then be referred to the hiring department for the completion of further selection processes.

The selection process for this position may include a skills/performance demonstration, a written examination, and a panel and/or individual interview.

The successful candidate must have an employment history demonstrating reliability and dependability; provide copies of certificates, diplomas or other documents as required by law, including those establishing his/her right to work in the U. S.; pass a pre-employment medical examination which includes a drug and alcohol screen, and which is specific to the essential job functions and requirements. Pre-employment processing will also include a background check. (Does not apply to current full-time District employees unless specific job requires additional evaluations).

## EQUAL EMPLOYMENT OPPORTUNITY

The San Francisco Bay Area Rapid Transit District is an equal opportunity employer. Applicants shall not be discriminated against because of race, color, sex, sexual orientation, gender identity, gender expression, age (40 and above), religion, national origin (including language use restrictions), disability (mental and physical, including HIV and AIDS), ancestry, marital status, military status, veteran status, medical condition (cancer/genetic characteristics and information), or any protected category prohibited by local, state or federal laws.

The BART Human Resources Department will make reasonable efforts in the examination process to accommodate persons with disabilities or for religious reasons. Please advise the Human Resources Department of any special needs in advance of the examination by emailing at least 5 days before your examination date at [employment@bart.gov](mailto:employment@bart.gov).

Qualified veterans may be eligible to obtain additional veteran's credit in the selection process for this recruitment (effective Jan. 1, 2013). To obtain the credit, veterans must attach to the application a DD214 discharge document or proof of disability and complete/submit the Veteran's Preference Application no later than the closing date of the posting. For more information about this credit please go to the Veteran's Preference Policy and Application link at [www.bart.gov/jobs](http://www.bart.gov/jobs).



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