



The following FULL-TIME position posting will be open until filled:

DEPUTY CEO, FINANCE AND ADMINISTRATION

Salary Range Competitive and Based on Experience

Ann Arbor Area Transportation Authority is an Equal Employment Opportunity Employer

HIRING PROCESS

To Apply-

Visit www.harrisrand.com and click on "Current Searches"

OR

Submit cover letter, resume and salary requirements in confidence to Christopher Boylan, at Harris Rand Lusk Executive Search: cboylan@harrisrand.com

JOB DESCRIPTION

SUMMARY/OBJECTIVE

The Deputy CEO of Finance and Administration is the agency's chief financial officer and chief administration officer. They are responsible for overseeing, coordinating, directing, and administering the financial affairs of the agency. This position also ensures that internal administrative functions are effective and efficient, while balancing corporate needs and risk management with internal customer-service priorities. The Deputy CEO of Finance and Administration will provide the leadership, management, and oversight necessary to ensure the Authority has appropriate processes, procedures and systems in place so that the agency can make informed decisions, achieve its overall aims and run efficiently, while remaining financially sustainable.

Direct reports include department heads of Finance, Procurement, and Information Technology.

Accountabilities and Essential Functions:

- 1. Lead and manage all activities associated with financial planning and management, and general administrative management for the agency in order to advance the agency's overall direction, ensure compliance, and manage risks.**

Financial and Administrative Management

- Lead and manage the agency's overall financial affairs to ensure resources are effectively used to advance the agency's overall direction, and the agency remains financially sustainable. Areas of oversight include but are not limited to financial planning and analysis, policy development, budgeting, accounting, monitoring and reporting, internal controls, grants, investments, cash management, payroll and capital project financing.
- Lead and manage development of operating and capital budgets.
- Establish processes, practices, procedures, and systems.
- Help to identify, establish and implement necessary financial policies such as for reserves, debt financing, etc.
- Effectively communicate financial information to ensure that an accurate understanding of the

financial condition of the agency, and the context and implications of decisions can be clearly understood.

- Provide necessary financial and economic analysis to aid agency decision-making, including but not limited to revenue and expense projections, cost-benefit, ROI, etc.
- Ensure that adequate financial controls are in place for all projects. Provide financial oversight for major projects.
- Maximize funding/financing opportunities to advance the agency's overall direction.
- Proactively researches, evaluates and incorporates sound and innovative financial and administrative practices to improve agency performance.
- Balance needs for consistent corporate practices, with needs of internal customers.

Compliance & Reporting

- Ensure that the agency complies with applicable Federal, State and Local laws and regulations. Remains up-to-date with applicable regulations.
- Responsible for developing, implementing and monitoring effective internal controls.
- Oversees reporting for agency-wide compliance (i.e. FTA Tri-Annual Review, NTD reporting)
- Oversees coordination of annual audit process.
- Maintain and strengthen the agency's reputation for sound financial management.

Asset Management and Risk Management

- Limit the agency's exposure to financial and reputational risk, proactively identifying risks and establishing internal controls and mitigations,
- Ensure the agency has consistent and appropriate controls and safe guards on all financial and administrative activities including accounting, purchasing, cash handling, deposits and investments, contract documentation, records retention, etc.
- Develop and provide appropriate processes for managing finances of projects. Monitor compliance. Assist and trouble-shoot as needed.
- Ensure appropriate levels of insurance, indemnity, etc. for all aspects of the agency, including but not limited to the Board, senior staff, all staff, facilities, equipment, liability, etc.

2. Provide senior leadership and supervision for the Finance and Administration division for the purpose of developing a high-performance team that can deliver services effectively and efficiently in a changing environment.

- Model and promote appropriate behaviors to foster a positive workplace culture.
- Inspire staff to enhance employee engagement. Help staff to understand the agency's common purpose, values, ideals, and goals. Help staff to understand how their role contributes to the overall success of the team and impacts in the community.
- Encourage reflection and innovation in order to create an atmosphere of learning, growth and continuous improvement. Identify emerging trends, challenges and opportunities. Assist with change leadership.
- Ensure effective communication and coordination within the division, and between the division and other parts of the organization. Assist in leading communication with Board members, staff and partners. Establish cross-functional teams as needed.
- Foster delegation, empowerment and collaboration for staff in order to encourage staff growth, organizational productivity and superior results.
- Ensure recognitions and celebrations to enhance employee engagement, pride, loyalty, and commitment to team and community (*esprit de corps*).
- Help staff reach their potential in order to enhance individual and organizational capacity. Provide clear expectations, coaching and feedback to direct reports in order to build on strengths,

and foster learning and continuous improvement. Hold staff accountable for decisions, behaviors and actions. Establish employee development and succession plans.

- Build strong working relationships with the CEO, Board, staff, stakeholders, and partners.

3. Ensure effective and efficient approaches to resource management throughout the division for the purposes of delivering agreed upon results.

- Work to ensure the division delivers agreed-upon results with the appropriate balance of quality, cost and timeliness. Oversee implementation of key projects or initiatives.
- Establish and recommend appropriate allocation of people and resources to ensure successful and efficient service delivery to internal and external customers.
- Establish and recommend appropriate policies, processes, procedures, and systems to help effectively and efficiently handle workload. Establish appropriate organizational structures, and vertical and lateral communication flows. Ensure all are documented clearly.
- Demonstrate strong fiscal management including overseeing budgets, monitoring and managing financial resources, deadlines, and performance measures.
- Lead business planning ensuring clear goals, alignment and team understanding. Ensure smooth functioning between departments and divisions.
- Manage compliance with all relevant agency, regulatory, legislative and policy requirements, including those related to safety and privacy, confidentiality and record management. Ensure appropriate risk, asset, and liability management actions.
- As delegated by the immediate supervisor, arrange/negotiate contracts, agreements, partnerships and other undertakings with outside organizations, ensuring the parameters of Authority policies are met.

4. Participate in senior agency leadership to ensure the development and success of the overall organization.

- As a member of the Executive Team help to clarify and implement the agency's strategic direction, administrative policies and decisions as required.
- Operate as an interface between Executive Team and staff or the Board in order to foster strong and effective vertical and lateral communications and information flow.
- Ensure intra and inter-divisional communication and coordination to clarify expectations, maximize integration, resolve misunderstandings, minimize overlaps, leverage economies of scale, improve overall organizational capabilities, and realize efficiencies. Support cross-functional teams as needed.
- Perform other leadership duties, as assigned. This may include acting for this position's immediate supervisor.
- Support strong working relationships between Administration and the Board of Directors by working with Board members directly.

Knowledge, Skills, and Abilities:

- Bachelor's Degree from an accredited four-year college or university in Business administration, Public Administration, Finance or related field. Master's Degree preferred.
- Minimum of 8 years of progressively more responsible leadership roles related to financial management, preferably in a public transit agency, large operational agency, government, or similar environment.
- Experience with financial planning, budgeting, analysis, policy, reporting; compliance, risk management essential.
- Experience with Federal Transit Administration programs and requirements desired.
- Ability to analyze, recommend, and implement solutions to complex financial problems and issues.

- Considerable knowledge and skill in preparation, development and administration of long range, strategic financial plans, complex budgets and other comprehensive financial reports and documents.
- Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, Board members and the public.
- Ability to contribute to senior executive leadership of agency, lead and work in teams, inspire staff, and work without close supervision.
- Ability to inspire and supervise senior direct reports. Ability to help them succeed and hold them accountable.

Reports to:

Chief Executive Officer