



# Pittsburgh **PARKING** Authority

*The Value Parking Network*

## JOB DESCRIPTION

**JOB TITLE:** Chief Financial Officer

**CLASSIFICATION:** FLSA Exempt

**DEPARTMENT:** Finance Department

**REPORTS TO:** Executive Director

### **POSITION SUMMARY:**

The CFO is responsible for planning, organizing and directing the fiscal functions of the Authority in accordance with generally accepted accounting principles (GAAP) issued by the Financial Accounting Standards Board, the Securities and Exchange Commission (SEC), and other regulatory and advisory organizations and in accordance with financial management techniques and practices

### **MAJOR RESPONSIBILITIES AND DUTIES:**

- Plan, develop, organize, implement, direct and evaluate the Authority's fiscal function and performance.
- Participate in the development of the Authority's plans and programs as a strategic partner. Provide strategic recommendations to the Executive Director and members of the executive management team, to maximize the Authority's revenue and minimize expenditures.
- Assess, evaluate and advise on the impact of long-range planning, introduction of new programs/strategies and regulatory action.
- Administer the Authority's finances in strict accordance with the terms of the Authority's Trust Indentures and all applicable laws, regulations and other requirements of the City of Pittsburgh and the Commonwealth of PA.
- Ensure revenues are transferred to the Authority's Trustee in accordance with the Authority's Trust Indentures.
- Continual improvement of the budgeting process through education of directors on financial issues impacting department budgets. Oversee the facilitation of the annual budget review meetings between directors and Executive Director to review annual operating and capital budget requests.
- Directs and participates in financial analyses to assess the current and future financial status of the organization.
- Oversee the direction of the Authority's accounting activities in strict accordance with GAAP.
- Develop, implement and evaluate formal written policies and procedures governing all aspects of the Authority's financial operations, including budgeting, accounting, cash management and debt administration.
- Oversee the maintenance and administration of the Authority's financial accounting system, including general ledger, accounts payable, accounts receivable, fixed assets and financial reporting modules.
- Review, approve and monitor all wire transfers and cash management activity.
- Oversee the investing of the Authority's cash assets.
- Oversee and approve the preparation of monthly, quarterly and annual financial reports detailing year-to-date revenue, expenses and variances from budget.
- Continually evaluate the finance division structure and team. Plan for continual improvement of the efficiency and effectiveness of the group as well as provide individuals with professional and personal growth with emphasis on opportunities, where possible, of individuals.

- Conduct operational reviews and recommend actions to increase efficiency and effectiveness of the Authority.
- Oversee the preparation of annual audited financial statements for review by the Authority's external auditors.
- Ensure the Authority receives unqualified audit opinions and aggressively addresses any weaknesses cited by the external auditors during the annual audit process.
- Oversees financial analysis process for prospective bidders in order to maintain compliance with Authority standards.
- Monitors compliance with governmental reporting requirements and compliance related to vendors performing services under indenture related projects.
- Works closely with financial planners in structuring bond issuance and ensuring compliance with regulatory agencies.
- Provides oversight with respect to the use of bond proceeds.
- Will serve as the liaison between the Authority and all bond-rating agencies, outside auditors, insurance brokers and financial institutions and other executive level vendors of the Authority.
- Serve as an advisor from the financial perspective on any contracts into which the Authority may enter.
- Evaluate the real estate acquisitions and disposals, including terms and financing.
- Perform any other duties as assigned or required by the Executive Director and/or the Authority's Board of Directors.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

- Knowledgeable in Generally Accepted Accounting Principles (GAAP);
- Proficient in the use of Microsoft Office 365;
- Extensive knowledge of the principles and practices of municipal finance, governmental accounting, operating and capital budgeting, payroll and benefits administration;
- Considerable knowledge of Authority, City and State laws and regulations governing contracting and procurement of materials and services;
- Must possess excellent oral and written communication skills.

**EDUCATION AND WORK EXPERIENCE REQUIREMENTS:**

- Must possess the minimum of a bachelor's degree in Finance or Accounting;
- Certified Public Account (CPA) designation required;
- A minimum of 8 years of relevant accounting experience with progressive responsibility;
- Concentration in non-profit or governmental accounting experience strongly desired;
- Minimum of 5 years of supervisory experience required.

**BACKGROUND CHECK:**

The applicant must successfully complete an Office of Municipal Investigation (OMI) background check.

**OTHER:**

Must be a City of Pittsburgh resident at the time of hiring or become a resident within six months of hire and remain so during employment with the Pittsburgh Parking Authority. Must show proof of City of Pittsburgh residency at time of employment or within the six months of hire as noted above.

**EQUAL OPPORTUNITY EMPLOYER:**

The Pittsburgh Parking Authority in conformity with applicable laws is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, sexual orientation, age, religion, national origin, or disability.