## NOACA Job Description

**NOACA is an Equal Opportunity Employer**

<table>
<thead>
<tr>
<th>Position:</th>
<th>Senior Director, Financial Planning and Performance Management (CFO)</th>
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</thead>
<tbody>
<tr>
<td>Division:</td>
<td>Office of Executive Director</td>
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<tr>
<td>Title:</td>
<td>Senior Director, Financial Planning and Performance Management (CFO)</td>
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<tr>
<td>Salary Range:</td>
<td>Minimum $96,423 commensurate with experience</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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</tbody>
</table>

### Position Summary:

This is a high-level position under the direction of the Executive Director. The incumbent is responsible for implementing the infrastructure and systems needed to support the agency’s strategic objectives which enhance NOACA’s ability to lead regional transportation and environmental planning efforts and support its mission as the Metropolitan Planning Organization (MPO) and Areawide Water Quality Management Agency for northeast Ohio/greater Cleveland. S/he will be responsible for the oversight of administrative and financial systems including finance, accounting, audit, budgeting, programming, grants management, procurement, information technology, human resources, compliance and physical infrastructure. S/he will also be responsible for financial management of the Transportation Improvement Program (TIP) and the long-range transportation plan (LRTP). As a member of the senior management team, the CFO will be involved in a range of strategic planning and internal initiatives. The CFO will act as the primary liaison to the Board of Director’s Finance Committee, working closely with the committee to strengthen NOACA’s financial position and other items as required. S/he will continuously evaluate best industry practices in comparison to internal systems and needed resources, with an eye toward both future needs and budget realities.

### Duties and Responsibilities:

The duties and responsibilities below are considered essential job functions. However, the requirements of the job are not limited solely to the responsibilities listed within this document. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

#### Technical:

**Overall**

- Assess organizational performance against both the annual budget and NOACA’s long-term strategy.
- Develop tools and systems to provide critical financial and operational information to the Executive Director and Board and make actionable recommendations on both strategy and operations.
- Engage the appropriate board committees around issues, trends, and changes for the finance and operations functions.
- Assist in establishing yearly goals, objectives and meeting agendas.
- Administer all financial and operational related procedures, processes, and administration, recommending improvements to the systems in place and managing the systems going forward.

**Specific**

**Financial:**

- Develop, prepare and present financial reports in an accurate, timely, and clear manner; including monthly and annual financial statements and other necessary reports through the implementation and maintenance of appropriate financial management systems.
- Oversee all accounts, ledgers, and reporting systems, ensuring compliance with appropriate Generally Accepted Accounting Principles, Office of Management and Budget circulars and other regulatory requirements.
- Develop and maintain internal control safeguards and coordinate all audit activities including the annual audit.
- Oversee all grants management functions, ensuring that expenditures are consistently aligned with grant and program budgets throughout the funding period and submitting financial reports and other status materials to appropriate government and/or other revenue sources.
- Manage agency cash flow and forecasting, including the development of reliable cash flow projection processes and reporting mechanisms to maintain minimum cash threshold to meet operating needs, and optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions.
- Develop and lead annual budgeting and planning process in conjunction with the ED; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization’s financial status.
- Oversee capital program budgets and cash flows of the Transportation Improvement Program (TIP) ensuring maximal project delivery within available resources.
- Oversee debt financing including utilization of State Infrastructure Bank (SIB) Loans, bond issues and other financing mechanisms.
- Oversee Fiscal Planning for the long-range transportation plan (LRTP).

**Operations:**

- Develop and implement a robust agency procurement function including purchasing as well as contracts management and administration.
- Administer the agency’s Human Resources functions related to benefit packages and other employee services.
- Establish and oversee an information technology (IT) function, including the management of hardware and software needs of the agency, as well as the implementation of data management services.
- Ensure compliance with document management requirements, including the development and administration of document retention and destruction policies.
- Oversee Federal and State MPO quadrennial certification and annual certification processes.
- Administer all aspects of the building operations including but not limited to HVAC, mechanical, electrical, plumbing, life safety, etc. and ensure all equipment and systems are operated in a safe and efficient manner and are in compliance with all applicable government codes & regulations.

**Management:**
- In coordination with the Executive Director and the senior staff team, develops, maintains, and oversees compilation of a complete, accurate, and coordinated division level work plan that complies with metropolitan planning organization (MPO) requirements for integration with the agency Overall Work Program.
- Develops, maintains, and oversees development of a comprehensive budget supportive of the identified work plan.
- Manages and directs the staff of the division ensuring high productivity while allocating resources in a cost efficient manner.
- Makes sound decisions in a timely manner and resolves difficult problems with effective solutions, exercising discretion and independent judgment with respect to matters of agency significance.
- Acts in a manner that is consistent with NOACA’s goals and objectives as developed by the Board of Directors while providing service of the highest level to our customers – both internal and external

**General:**
- Review and approve final reports/documents/records.
- Define, and communicate agency goals and objectives to assigned personnel.
- Direct training of assigned personnel.
- Present agency and project related information to NOACA Board Committees and outside organizations.
- Maintain contact with outside organizations and media as required by the position.
- Assist Executive Director in development of agency policy.
- Evaluate performance of assigned personnel.
- Direct hiring process for assigned personnel, make recommendations to Executive Director.
- Represent the Executive Director when appropriate.
- Work on special projects as required.
- Perform other duties as assigned.

**Knowledge, Skills and Abilities:**
- Strong analytical skills
- Excellent written and verbal communication skills
- Proven financial management skills
- Proven management and leadership abilities
- Knowledge of Microsoft Office products inclusive of Microsoft Access
- Advanced understanding and application of various financial systems and software

**Special Requirements:**

***Credentials and Experience:***
- Bachelor’s or higher degree, ideally with an MBA/CPA or related specialization
- Ten + years of increasingly responsible experience with at least five years managing the finance and administration of an agency

*Must be legally able to work in the United States*

*Minimum Requirements*