

Position Summary

The Chief Financial Officer (CFO) provides strategic financial direction, leadership and management for the Washington Metrorail Safety Commission (WMSC) and is broadly responsible for all operations functions. The CFO ensures the effectiveness of the WMSC's financial systems, procedures, and reporting, and financial controls, while maintaining compliance with applicable laws and regulations. Acts as the external point of contact for stakeholders including jurisdictional funding representatives, legal counsel, banks, grantors, procurement professionals and vendors. The CFO serves as staff liaison to the Commissioners for the Finance and Audit functions, and works closely with the CEO and COO.

Duties and responsibilities include:

- Supervise the development and administration of financial policies and plans. This includes business planning, budgeting, accounting, forecasting, financial reporting, treasury, banking relationships, Board financial relations, and performance measurement.
- Oversee all aspects of the Finance and Accounting functions.
- Ensure timely monthly closing and financial report preparation.
- Review monthly reconciliations prepared by outsourced accountants.
- Monitor and comply with accounting standards.
- Manage grants and ensure compliance with all related funding and procurement policies and procedures, and reporting requirements.
- Establish and maintain relationships with consultants, banking and auditing institutions; maintain relationships with peers in other organizations.
- Prepare and review monthly financial statements focusing on budget deviations and discuss possible corrective solutions with when necessary.
- Provide status of financial condition by collecting, interpreting, and reporting financial data.
- Proactively advise the CEO and COO on issues of finance, budget, financial policies, tax, audit and benefits, including emerging regulations, industry developments, and external marketplace dynamics relevant to supporting WMSC's mission.
- Provide guidance on organizational projects from a financial aspect.
- Manage the budget process. Review budget proposals received from staff; discuss proposed changes and significant revisions with staff.
- Maintain, manage, improve the accounting system, and implement upgrades; act as finance contact for systems interfacing with the accounting system.
- Manage audits and tax filings. Ensure proper compliance with tax and other regulatory requirements and changes; state and local laws regarding business licenses and state registrations; state tax exemptions and 1099 requirements.
- Forecast cash requirements and obligations as a basis for maintaining adequate funds. Ensure internal controls are adhered to regarding vendor management and accounts payable (A/P) processing.

Chief Financial Officer

Washington Metrorail Safety Commission

FLSA status – Salaried/Exempt

- Enforce departmental and company policies and procedures; suggest process improvements.
- Monitor and advise leadership about federal, state, local laws pertaining to Internal Revenue Service requirements and other legal and policy framework including AFA bylaws, operational procedures manual, accounting procedures manual and internal controls, investment policy, gift acceptance policy, reserves policy and others as approved by the Board of Commissioners.
- Oversee the Accounts Payable (A/P) process, including reviewing, approving and verify coding of invoices; review and approve disbursements.
- Supervise the Accounts Receivable (A/R) system; establish policies and procedures concerning A/R; review daily cash report; and monitor outstanding A/R.
- Maintain and keep employees' and the organization's financial information in confidence.
- Present plans to address financial risks with senior staff and Finance Committee, Executive Committee and Board of Commissioners.
- Other duties as required.

Knowledge, Skills and Abilities Required:

- Strong financial acumen and understanding of contracting and budgeting for governmental entities.
- Strong organizational skills and ability to consistently attend to details and meet deadlines.
- Experience in a supervisory/management role.
- Extensive experience in public accounting, tax, and with financial statements and reporting.
- Extensive experience in program budgeting and fiscal management.
- Ability and commitment to keep information confidential.
- Excellent verbal and written communication skills.
- Ability and commitment to act with integrity, professionalism, and confidentiality.
- Excellent technical support, analytical, and problem-solving skills.
- Excellent English-language written and verbal communication skills.
- Ability to work in a team environment across diverse cultures.
- Proficiency with Microsoft Office product suites (especially Excel and PowerPoint) and knowledge or ability to learn other computer-based systems.
- Strategic Planning experience.
- Efficient and adept problem solver.
- Ability to manage multiple priorities and meet deadlines and commitments.
- Ability to manage projects to fruition, on time and within budget.
- Ability to coach others

Competencies Required:

- High level of honesty, integrity and understanding of business ethics.
- Results-driven approach.

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- Ability to operate as an effective tactical as well as strategic thinker.
- Analytical thinker.
- Detail orientation.
- Responds well under pressure with strict time limit.

Experience

Fifteen or more years of experience in a senior-level position with similar duties is required, preferably with a focus on nonprofit or public sector accounting.

Education

Bachelor's Degree in accounting or finance

Masters or MBA preferred

CPA preferred

Physical Requirements

The position requires sedentary work (sitting most of the time with no adverse environmental exposure) and occasional exertion of up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. The position also includes the following physical requirements:

- Movement. The employee in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- The employee in this position needs to be able to operate a computer and other office productivity machinery such as a copy machine and printer.
- The employee is required to communicate and hold verbal conversations with others by means of the spoken word. Employee must be able to exchange accurate information in these situations.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Location:

The WMSC offices are located at 750 First Street NE, #900 Washington, DC 20002.

To Apply:

Please submit your resume and cover letter including your compensation requirements to hr@WMSC.gov