



NOW ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

## Chief Financial and Administrative Officer (CFAO)

### OVERVIEW OF JOB DUTIES: *(Detailed job description available in RFTA Human Resources)*

Directs, administers, and coordinates the activities of financial/capital replacement planning/forecasting, accounting, budgeting, procurement and internal services in support of RFTA's policies, goals, and objectives that have been established by the Chief Executive Officer and the Board of Directors.

### JOB KNOWLEDGE, SKILLS, & ABILITIES REQUIREMENTS:

Assumes responsibility for Authority's initiatives and special projects as assigned by the CEO.

Such responsibility will include, but may not be limited to:

- a. general supervision and project management to ensure the timely, organized, and efficient flow of information,
- b. the successful performance of daily financial and internal service operations, and the oversight of initiatives and projects that have or may have financial implications for the Authority

Supervises RFTA departments as assigned by the CEO

Manages and coordinates the timely submission of grants

Develops organizational financial policies and ensures departmental compliance

Oversees and manages organizational budget development, is responsible for revenue management,

Oversees annual independent audit of all funds

Working with the CEO, COO and RFTA's Directors to ensure organization/agency activities and operations are carried out/implemented in compliance with local, state, and federal regulations and laws

Assists the CEO in long range organizational strategic planning and operations, developing methods, [and](#) strategies to implement goals and objectives

Attends and participates in Board of Directors meetings, assists in preparation of monthly Board Meeting agenda packets and attends Staff Meetings

Expert administrative and managerial knowledge, skills, and experience as demonstrated by extensive and progressively responsible roles throughout his or her career

Expert knowledge of the principles, policies, and practices of financial management and administration, policy development and implementation, and budget administration including developing and implementing high-level fiscal and budgetary procedures and policies.

**EDUCATION:** Bachelor's Degree, preferably in Finance, Accounting, Business Administration, or a related field. Master's Degree, preferably in Business Administration or related field. CPA preferred.

**SOFTWARE UTILIZED:** Microsoft office with expert knowledge in Excel required

### SALARY RANGE:

Between **\$99,736 - \$154,586**, based upon level of knowledge, skills [and](#), experience

### TO APPLY:

Obtain a **RFTA EMPLOYMENT APPLICATION** from the RFTA website at [www.rfta.com](http://www.rfta.com) or pick-up an application from Human Resources.

COMPLETE AND SUBMIT your application through any one of the following means: (1) by hand-delivering to anyone in RFTA Human Resources or (2) by sending through inter-office mail to: **Human Resources - AMF**...or (3) by faxing to Linda's attention at **(970) 384-4937**, or (4) by mailing to: **RFTA, ATTN: Human Resources – Linda Forgacs, 51 Service Center Drive, Aspen, CO 81611**. If you have questions, please contact Linda at **(970) 384-4952**.

EEO/AAP/Drug Free Employer  
**APPLICATION DEADLINE: September 16, 2016**