



Kassandra Gove, Chair  
Myra Ortiz, Vice Chair  
Kathleen Colwell, Secretary  
James Ryan, Treasurer  
Noah S. Berger, Administrator

**Job Title:** Chief Financial Officer

**MeVa Mission:** The goal of MeVa Transit is to provide responsive and effective mobility service to the 16 cities and towns in Northeast Essex County that we serve and position transit to be the top choice as a viable, convenient, climate-friendly transportation option in the Merrimack Valley. We achieve this mission by:

- Being present in and representative of the culturally and linguistically rich communities we serve;
- Respecting the value of our riders' time and putting the customer first;
- Working collaboratively with partners, including our legislators, neighboring municipalities, community leaders; and
- Adopting and implementing big, innovative ideas and tools that are based on sound data.

**Reports to:** Administrator

#### **Essential Duties and Responsibilities**

***The Chief Financial Officer is a senior level position reporting directly to the Administrator, with daily interaction with the entire MeVa Management Team in the performance of duties. This position is responsible for performing all finance and accounting functions. The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.***

- Oversee MeVa's financial activity for accuracy, compliance, and reporting requirements.
- Assist the Administrator with strategic planning.
- Coordinate and implement internal control compliance.
- Manage and maintain inventory of company's fixed assets, capital equipment, etc. and review annually.
- Oversee the annual budget formulation with staff and Advisory Board members.
- Budget analysis and review as needed.
- Monthly coordination and/or review of all G/L accounts, depreciation, prepaid expenses, balance sheet reconciliations, accruals, etc.
- Prepare and/or maintain any analytical reports as required for strategic planning purposes.
- Present financial, budget or fiscal data as requested to department managers or other parties.
- Assist in developing new revenue sources; attend city/state functions as necessary; perform presentations as necessary.
- Develop and oversee new processes and procedures for efficient financial operations.
- Work with external auditors and government examiners to ensure compliance with prescribed accounting methods set out in regulation law, not limited to, Governmental Accounting Standards Board (GASB) rules, and Generally Accepted Accounting Principles (GAAP).

- Oversee and direct the preparation and issuance of the annual audit report as prepared by an independent audit firm in accordance with Massachusetts General Laws Chapter 161B and Federal Transit Administration Regulations.
- In coordination with the MeVa Team, participate in the further advancement of efforts related to policy, planning, and innovation development.

**Recommended Minimum Qualifications and Requirements**

***To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

- Bachelor of Science Degree in Accounting or Finance and a minimum of 5-years in a financial leadership role in public or private finance and accounting – an additional 5-years of public or private finance and accounting experience may be substituted for the educational requirements.
- Strong interpersonal skills, team building, ability to communicate and manage well at all levels of the organization.
- Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- High level of integrity and dependability with a strong sense of urgency and results-oriented.
- Must be proficient in Microsoft Office and other IT applications, specifically with Word, Excel, Power Point, Access, Outlook, Sage 50 or similar desktop programs.

***Bilingual/ bi-cultural encouraged to apply.***

***This job description does not constitute an employment agreement between the employer and employee, and is subject to change by employer, as the needs of the employer and requirements of the job change.***

Applicants should send letter of interest and resume electronically to [nberger@mevatransit.com](mailto:nberger@mevatransit.com) or call 978-420-1317 for more information.