



Gulf Coast Authority

910 Bay Area Boulevard - Houston, Texas 77058

Chief Financial Officer

***** LOCAL CANDIDATES PREFERRED - PRINCIPALS ONLY *****

Gulf Coast Authority is located in the Clear Lake area of southeast Houston, Texas. Established by the Texas Legislature in 1969, GCA is celebrating our 50th year of “Protecting the waters of the State of Texas” and continue a significant role in improving the water quality through regional industrial wastewater treatment and other services.

This executive level Chief Financial Officer is accountable for the oversight and management of the Financial, Accounting and Purchasing departments and associated employees, systems and processes. Reports to the Chief Executive Officer (CEO).

A Bachelor’s Degree (Business of Public Administration preferred) or higher in required and ten years of management experience, with a substantial portion in directing the activities of increasingly responsible financial and accounting positions. Preference will be given to applicants living in the greater Houston area with experience in Texas governmental, municipal or special district accounting and issuance of private activity bonds and other bond experience.

Typical Duties and Responsibilities:

- Supervise the Director of Accounting in the operation of the Finance Department, which includes the functional accounting operation of the general ledger, AR/AP, payroll, inventory and asset management, project accounting and other related accounting functions, investments, audits, financial reporting and banking relations.
- Supervise the Central Purchasing Officer in the purchasing, bidding, compliance and vendor selection processes.
- Administer and manage financial management system including conversion, implementation, upgrades, and maintenance, ensuring security, access and accuracy of all transactions, documentation, recordkeeping and compliance.
- Prepare and present General Fund budget in consultation with the CEO, as well as coordinate Authority-wide budget preparation and production of the budget documents in cooperation with CEO, Senior Managers, and Facility Managers.,
- Responsible for GCA’s property, asset and liability insurance programs covering Authority assets and responsibilities (excludes Worker Compensation and related).
- Coordinate financial reporting to the CEO in preparation for presentation to GCA Board of Directors including CAFR (Comprehensive Annual Financial Report), Interim and Annual Reports and others as requested.

- Coordinate meetings with CEO in preparation for presentation to GCA Board Audit Committee and assist in the selection of the Auditor, publishing of the CAFR, and compliance with reporting requirements.
- Responsible for the development and promotion of the Authority's bond financing program.
- Responsible for coordinating the Authority's issuance of bonds, including GCA facility, industrial revenue, private activity and other authorized bonds, as well as on-going compliance with arbitrage and continuing disclosure requirements.
- Coordination of Bond Counsel, Financial Advisor, Underwriters, Trustees, Corporate Representatives, and other related parties, as well as review of bond documents and fee negotiations.
- Evaluate the Authority's financial position and provide monthly, and as otherwise requested, reports to the CEO and Senior Staff on the organization's financial stability.
- Function as subject matter expert, advisor, and resource to GCA Managers on financial matters, systems and compliance.
- Provide general administrative resource on financial policy and related issues and concerns. Includes reviewing, creating, and updating financial policies as needed.
- Overall responsibility for GCA purchasing system, internal controls, documentation and review of the internal audit of the system.
- Accountable for Central Office procurement methods, processes, bid, request for proposal and contractual matters to ensure governmental compliance.
- Provide general administrative resource on purchasing policy and related issues and concerns including creating, monitoring and updating policies as needed.
- Coordinate with the Human Resources Department on financial aspects/results Employee Benefit programs and GCA risk management/insurance programs.
- Serves on the Gulf Coast Industrial Development Authority, as appointed by the GCA Board of Directors
- Serves as Investment Officer, which includes coordinating the annual review of the investment policy, review of authorized brokers/dealers, and making investment decisions for monies not managed by the outside investment advisor.
- Coordinate the acquisition and maintenance of the Authority's fleet of vehicles, leased vehicles and compliance with State regulations on Public Fleets.
- Assist in the preparation of Board Agenda items, attend Board Meetings and other board functions, and make presentations to the Board in areas of responsibility or as directed by the Chief Executive Officer.
- Other duties as assigned.

Knowledge, skills, and abilities

- Demonstrated ability to direct, manage and lead a diverse group of individuals in achieving organizational and operational tasks.

- Must possess judgment and behaviors to conduct oneself in a manner that represents the Authority professionally.
- Ability and willingness to travel in the course of business, to work extended hours within and without the formal workplace and to function at all times as a representative of the organization.
- Ability to read, analyze and interpret technical journals, financial reports and legal documents.
- Possess excellent communication skills both oral and written. Ability to effectively present information to all employee groups, including Chief Executive Officer, Staff and Board of Directors.
- Ability to recognize and define problems, collect data, establish facts, draw valid conclusions and make informed recommendations to Senior Staff and support staff.
- Ability to organize work, supervise and direct the efforts of subordinate employees.
- Must possess excellent computer skills, including financial analyses, purchasing software, word processing, spreadsheets, e-mail and database software.
- Must have demonstrated ability to communicate effectively to all internal and external groups including excellent presentation skills.
- Willingness to advance or enhance technical and managerial skills through completion of educational training programs, professional development and professional organizations.
- Possess a valid Class "C" Texas Driver's license.

Environmental conditions

- Work is performed primarily indoors (office/lab environment).
- May be required to work off-site in industrial setting.
- May require air travel and overnight travel for extended periods.

Education, certification, and experience required

- Bachelor's Degree (Business of Public Administration preferred) or higher and ten years of management experience, with a substantial portion in increasingly responsible financial management positions.
- Experience with governmental accounting with increasing financial responsibilities in municipal, state agency or government authority.
- Experience in managing the purchasing function, preferably in a municipality, state agency or political subdivision.
- Possess a valid Class "C" Texas Driver's license.

Physical requirements

- Ability to sit for extended periods while performing various job functions such as operation of PC, reading, writing.
- Ability to occasionally stand, walk, kneel, crouch/stoop, squat, and twist upper body while performing tasks such as working with files and moving around office.
- Ability to grasp with hands and manipulate office equipment such as computer key board, mouse, calculator, telephone, and supplies such as books, filing boxes, paper and pencils.

- Ability to safely handle heavy, bulky items weighing up to 40 pounds.
- Work involves performing job duties under tight deadlines.
- Work non-standard workdays and extended hours as necessary.
- Ability to safely operate a motor vehicle and equipment.

GCA offers competitive salary and excellent benefit package to the right individuals. Check our website at www.gcatx.org for additional information on GCA.

Again, no phone calls and principals only, please. To be considered, all applicants must email resume with salary requirements to the attention of Keith Hardcastle, Human Resources Director, with CFO in subject line, at khardcastle@gcatx.org. All inquiries remain confidential.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.