



Gulf Coast Authority

910 Bay Area Boulevard - Houston, Texas 77058

Chief Financial Officer

***** LOCAL CANDIDATES - 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 position is accountable for the oversight and management of the Financial, Accounting and Purchasing departments and associated systems and processes. Reports to the Chief Executive Officer.

A Bachelor’s Degree (Business of Public Administration preferred) or higher is 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 GCA Director of Accounting in the operation of the Finance Department, which includes investments, audits, financial reporting and banking relations.
- Supervise the Central Purchasing Officer in the purchasing, bidding, compliance and vendor selection processes.
- Responsible for functional accounting operation of general ledger, AR/AP, payroll, inventory and asset management, project accounting and other related accounting functions.
- Administer and manage financial management system including ensuring security, access and accuracy of all transactions, documentation, recordkeeping and compliance.
- Coordinate Authority-wide budget preparation and production of the budget document.
- Responsibility for GCA’s property, asset and liability insurance programs covering Authority assets and responsibilities.
- Coordinate financial reporting to the GCA Board of Directors including CAFR (Comprehensive Annual Financial Report), Interim and Annual Reports and others as requested.
- Coordinate meetings with the Board Audit Committee and assist in the selection of the Auditor, the publishing of the CAFR, and compliance with reporting requirements.

- Responsible for coordinating the Authority's issuance of bonds, including GCA facility, industrial revenue, private activity and other authorized bonds.
- Coordination of Bond Counsel, Financial Advisor, Underwriters, Trustees, Corporate Representatives, and other related parties, as well as review of bond documents and fee negotiations for bond issues.
- Evaluate the Authority's financial position and provide monthly reports to the Chief Executive Officer and Senior Staff on the organization's financial stability.
- Function as advisor and resource to GCA Managers on financial matters.
- Provide general administrative resource on financial policy and related issues and concerns.
- Overall responsibility for GCA Purchasing system, internal controls, documentation and review of the internal audit of the system.
- Coordinate with the Human Resources Department on financial aspects/results Employee Benefit programs.
- Serves as Secretary/Treasurer of the Gulf Coast Industrial Development Authority.
- 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 make presentations to the Board 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 well professionally.
- Must have a thorough understanding of the methods employed by GCA in waste water management in order to interact with consultants and regulatory agencies.
- 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 define problems, collect data, establish facts, draw valid conclusions and make informed recommendations.
- Ability to organize work, supervise and direct the efforts of subordinate employees.
- Must possess excellent computer skills, including financial analyses, 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.

- Possess a valid Class “C” Texas Driver’s license.

Environmental conditions

- Work is performed primarily indoors (office/lab environment).
- 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 positions.

Physical requirements

- Ability to sit for extended periods while performing various functions.
- Occasionally may be required to stand, walk, kneel, crouch/stoop, squat, crawl, and twist upper body.
- Ability to efficiently enter data on computer keyboard.
- Ability to safely operate a motor vehicle.

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.