



CENTRE AREA TRANSPORTATION AUTHORITY (CATA)

INVITES YOUR INTEREST IN THE POSITION OF
DIRECTOR OF FINANCE

THE COMMUNITY

The Centre Region (pop. 93,000) is nestled in the Appalachian Mountains in Central Pennsylvania encompassing 150 square miles. The region is made up a number of municipalities, including the Borough of State College which has a population of approximately 42,000 and is the largest borough in the Commonwealth of Pennsylvania. State College is surrounded by large tracts of farmland and an expanse of mountains and forests and has been ranked one of the best places to live, work, and retire by many sources including Forbes and Kiplinger's.

State College is a college town, dominated economically and demographically by the presence of the University Park campus of The Pennsylvania State University (Penn State). Though "Happy Valley" is another often-used term to refer to the State College area, the term also includes the borough and the townships of Patton, Ferguson, Harris, and College. In 2013, State College ranked as the third-safest metropolitan area in the United States and the eighth-best college town in the nation.

Founded in 1855, Penn State is one of the largest and most well-respected universities. The University provides a sense of pride and support for the community with the largest alumni association of any university in the nation. The University Park Campus covers over 7,000 acres and provides more than 46,000 students with about 160 baccalaureate and 150 graduate programs which adds to the cultural diversity of the area. The University draws more than 100,000 visitors for each of its home football games.

The community offers many amenities to residents and visitors such as historic sites, quaint towns and villages, and festivities, including the Central Pennsylvania Festival of the Arts, Blue and White Weekend, Central PA 4th Fest, and a Homecoming parade. Also, the area provides many arts and entertainment venues, cultural events, and outdoor recreation such as hiking, mountain biking, and world-class fishing. There are many restaurants and nightclubs concentrated in the downtown area, as well as a growing farm to table movement. As for natural beauty, whether it is the pristine lakes and streams, beautiful spring and fall foliage, or majestic hills and valleys, State College offers breathtaking scenery.



THE ORGANIZATION

The Centre Area Transportation Authority (CATA) is a Joint Municipal Authority serving nine municipalities. It is the third largest public transit system by ridership in the Commonwealth of Pennsylvania. CATA's mission is to deliver safe, reliable, accessible and affordable transportation in a courteous and environmentally, fiscally and socially responsible manner.

CATA was formed under the "Municipal Authorities Act of 1945" and incorporated on May 17, 1974. It was reorganized into its current format on February 5, 1982, by five local municipalities: the Borough of State College and the four surrounding townships of Patton, Ferguson, Harris, and College.

CATA was formed to provide public transportation services within the boundaries of its member municipalities. Subsequent agreements with the Borough of Bellefonte, Spring Township, Benner Township and Halfmoon Township have allowed for service extensions to Bellefonte, Pleasant Gap, and Stormstown.

CATA is governed by a five member Board of Directors comprised of one appointed member from each of the original five-member municipalities. The Authority's budget year runs concurrently with the Pennsylvania Department of Transportation's fiscal year: July 1 - June 30. The budget includes information on the Authority, a recap of the previous year, policy considerations, a workplan with goals for the year, and a long-term outlook that includes five-year operating budget projections. The Annual Report provides a snapshot of CATA's various accomplishments over the previous fiscal year and an outline of the organization's goals for the coming year. Copies of the latest Budget and Annual Report are available on the Authority's website.

CATA's fixed route service includes a mix of 23 community, commuter and express-level routes that connect the community with the campus and other points of interest, and through a contract with Penn State four integrated fare-free Loop and Link routes on campus. Contracts with 22 student housing complexes offer a pass program for residents to ride fare free between the various complexes and the university campus. These programs assist CATA in obtaining a high fare recovery ratio for public transportation.

Other interesting facts about CATA:

- Had the first 100 percent CNG bus fleet on the East Coast;
- Manages fixed route, paratransit, van pool and ridesharing programs that reach nine counties;
- Is close to completion on a \$42 million construction project that includes new operations and administrative offices, state-of-the-art maintenance facility, as well as expanded bus storage;
- Participates in the local land-use decision making process which builds transit and pedestrian infrastructure improvements into new construction;
- CATA's employees have participated in committees, boards and programs on the federal, state and local level – including two graduates of Leadership APTA, two graduates of APTA's Emerging Leaders Program, and six graduates from Leadership Centre County; and,
- CATA will soon institute the use of articulated buses in certain high ridership corridors.

THE POSITION

The Director of Finance reports to the General Manager and participates as a member of the Executive Management Team in the overall administration of the Authority. The Director exercises strategic and visionary thinking, having a long-term organization-wide impact.

The Director is responsible for directing and controlling all activities of the Finance Division as well as financial project management of various capital projects of the Authority. The Director provides leadership for the Authority's contract management systems, budgeting and risk management in prioritizing projects, grant preparation and requests. The Director provides the day-to-day operational oversight for the division, collaborating with staff to develop and implement financial policies, procedures and practices that are focused on revenue forecasting, revenue collections and compliance, debt management, and audit coordination activities. This position directly supervises two people and indirectly supervises three.

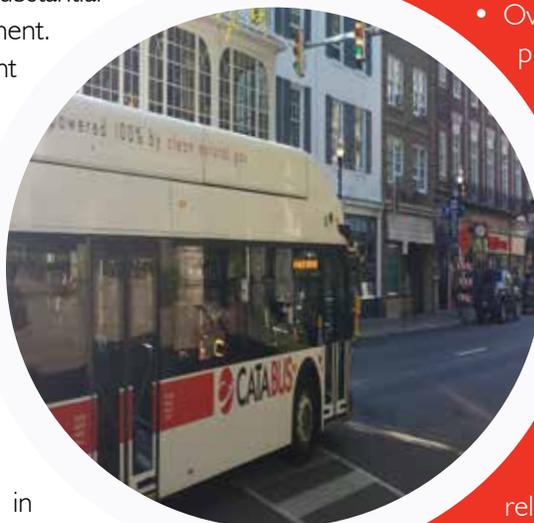
The Director of Finance position requires substantial experience in the field of financial management. The selected candidate must exhibit excellent judgment, be professionally ethical, and must be able to work effectively in a fast-paced, high-pressure environment. The Director must be able to professionally communicate with a variety of people including staff, board members, and public officials.

Responsibilities of the Director of Finance include:

- Plans, organizes, directs and participates in all financial and administrative activities including

accounting, forecasting and planning, grants management, budget preparation, asset management, risk management, contract management, and purchasing;

- Assists the General Manager, Assistant General Manager for Operations, and other departments with the development and implementation of financial, purchasing, contract management, budgeting and risk management matters; advises officials on Authority financial matters;
- Establishes and maintains the financial and accounting systems for the Authority; oversees the preparation of financial statements and related reports and the disbursement of funds;
- Prepares annual audit reports and the annual capital program;
- Prepares and submits grant requests; ensures grant requirements are met; maintains grant files and records; prepares and submits narrative and financial reports pertaining to grants; prepares and submits grant closeout reports;
- Develops and submits assorted federal/state reports;
- Prepares detailed long and short-range expenditure and revenue forecasts;
- Oversees fixed asset management program, to include property records, property disposition and acquisition; monitors all capital purchases against internal plans;
- Prepares and submits a variety of long and short-range planning documents;
- Oversees the preparation of bid and proposal packages for goods and services; ensures compliance with federal/state requirements; develops and reviews specifications for goods and services;
- Supervises the Authority's contract management program;
- Evaluates risk management issues for the Authority;
- Maintains positive working relationships for the Authority with Federal Transit Administration, PennDOT



and other parties;

- Participates on a variety of boards and commissions; attends and participates in professional groups and committees as an Authority representative; prepares public presentations on financial management issues as requested; attends Board meetings; and meets with elected officials, executives, and staff on a variety of policy issues;
- Directs, oversees, and participates in the execution of all work plans; assigns work activities, projects, and programs; monitors work flow; implements policies and procedures; reviews and evaluates work products, methods, and procedures;
- Manages multiple projects simultaneously and uses good judgment in applying and following established procedures and in meeting deadlines; and,
- Manages area of responsibility in strict accordance with applicable laws, regulations and established policy.

CATA is seeking a strong leader to join its Executive Management Team and work collaboratively and strategically, in partnership with stakeholders to build consensus across business functions and demonstrate results using creative innovations and initiatives. The ideal candidate will be confident, flexible, solutions-oriented, and results-driven. Must also be customer service oriented, approachable, accessible, and possess excellent communication skills. Candidates must have a team-oriented management style and embrace best practices and performance management. The ideal candidate will be supportive of staff, encourage professional development, and hold staff accountable.

Qualified candidates must possess a Bachelor's degree in Business Management, Accounting, Finance, or a related field. Must have ten (10) years of demonstrated experience in financial management to include financial reporting, overall financial statement responsibility and fiscal controls in complex organizations with large annual operating budgets. Also, must have at least five (5) years of experience in a senior management role preferably with a public sector organization. A combination of education and substantial relevant experience beyond the minimum will be given consideration with preference to applicants with an MBA, MPA or an active CPA certificate.

Experience relative to public sector financial management; generally accepted accounting principles and practices (GAAP); budget and debt management; preparation and



monitoring complex budgets; personnel management, supervision, training and development; and problem-solving and the implementation of effective solutions is needed.

COMPENSATION

The starting salary is \$97,976.95 - \$115,267.00 dependent upon qualifications, and is accompanied by an excellent benefits package.

TO APPLY

If interested in this outstanding opportunity, visit our website at www.catabus.com and send a resume and letter of interest to hr@catabus.com. Position is open until filled.

Résumés will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by CATA to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Candidates will be advised of the status of the recruitment following the selection of the Director of Finance.

CATA is an Equal Opportunity Employer.



Centre Area Transportation Authority (CATA)

2081 W. Whitehall Road

State College, PA 16801

(814) 238-CATA(2282)

www.catabus.com / realtime.catabus.com