

METROWEST REGIONAL TRANSIT AUTHORITY



MWRTA Deputy Administrator of Administration & Finance

Position Statement

Summary

The MetroWest Regional Transit Authority (Massachusetts) is seeking an experienced individual to fill the position of MWRTA Deputy Administrator of Administration & Finance. Under the direction of the MWRTA Administrator, the Deputy Administrator of Administration & Finance will be responsible for the oversight of several departments with overall responsibility for Financial Management, Grants Management, Government Affairs, Audits, Procurement, Accounts Receivables/Accounts Payable, Payroll, and Human Resources. The Deputy Administrator of Administration & Finance is required to exercise considerable independent judgment in administering and managing its department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Background

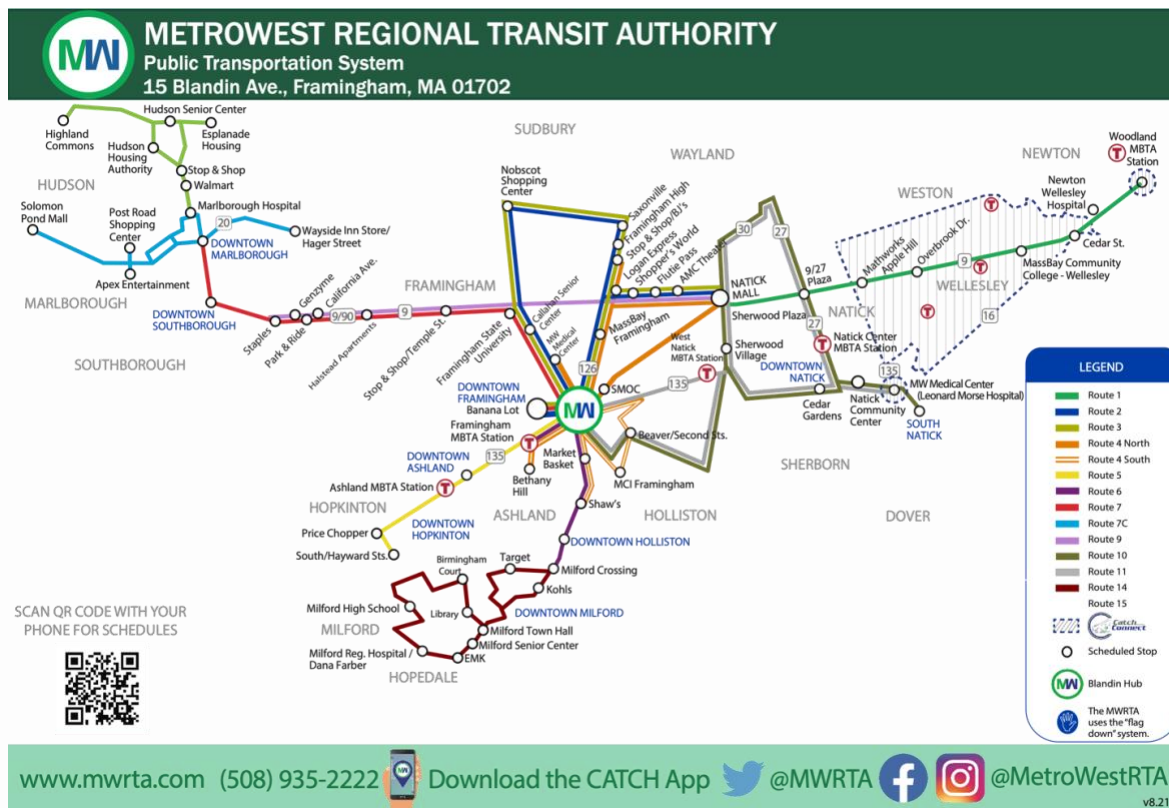
The [MetroWest Regional Transit Authority](#) (MWRTA) was formed in 2006 and began service in July 2007 with a commitment to deliver expanded public transportation service to the business and commercial hubs across the MetroWest region. The goals and purpose of the MWRTA are exemplified in its mission statement:

“Build a public transportation system to deliver convenient and dependable service that enhances mobility, environmental quality, and economic vitality in the region.”

The service area of the MWRTA consists of the cities of [Framingham](#) and [Marlborough](#), and the towns of [Ashland](#), [Dover](#), [Holliston](#), [Hopedale](#), [Hopkinton](#), [Hudson](#), [Milford](#), [Natick](#), [Sherborn](#), [Southborough](#), [Sudbury](#), [Wayland](#), [Wellesley](#), and [Weston](#). The MWRTA operates a total of fourteen [Fixed Bus Routes](#) with detailed schedules and tracking information available. MWRTA also provides several [Commuter Shuttles](#) serving specific areas and locations. MWRTA has contracts with Keolis for providing both fixed route service, ADA paratransit service, and Dial-a-Ride service in several towns. The MWRTA provides on site management of the Framingham Intermodal located in downtown Framingham at the MBTA Commuter Rail Station.

Various programs provided by MWRTA include Demand Response, MetroWest Ride (ADA Transit), [CATCH Connect](#), and Dial-a-Ride. The MWRTA works in cooperation with several Councils on Aging (COAs) to provide senior and disabled transportation for communities in the MetroWest area.

As part of its commitment to transparency in government, the MWRTA's [Open Checkbook](#) provides easily accessible and understandable information on its spending by date, by vendor, or by account, as well as its annual payroll information and most recent Audited Financial Statements.



The Role of the Deputy Administrator of Administration & Finance

The Deputy Administrator of Administration & Finance will be responsible for the oversight of several departments with overall responsibility for Financial Management, Grants Management, Government Affairs, Audits, Procurement, Accounts Receivables/Accounts Payable, Payroll, and Human Resources. Duties include, but are not limited to:

- Under the direction of Administrator, provides overall oversight of grants and financial policies and personnel;
- Provides oversight and supervision of procurement and administrative departments;
- Generates and reviews reports, invoices, annual reviews and high level correspondence;
- Leads audit preparation as well as on-site reviews;
- Attends and leads weekly team meetings;
- Committed to continuing professional development by participating in educational opportunities, conferences, and webinars;
- Work schedule – 40 hours per week, Monday thru Friday (occasional nights and weekends), 8:00 a.m. to 4:30 p.m. (start and end times flexible);
- Performs other related duties and functions as assigned and/or directed by the Administrator.



Education, Experience, Knowledge and Skills:

- Bachelor's degree in finance, business administration, human resource, public administration, or closely related field. A master's degree is preferred. Equivalent relevant industry experience of an additional ten (10) years can be substituted for degree requirement.
- Five (5) years plus of relevant industry experience.
- Comprehensive knowledge of municipal budget procedures and governmental accounting; thorough knowledge of computerized financial systems and spreadsheet applications in municipal finance; and thorough knowledge of practices and principles of generally accepted government accounting principles.
- Thorough knowledge of state and federal laws, and regulations related to municipal finance operations; thorough knowledge of Massachusetts General Laws relating to municipal accounting.
- Knowledge of budgeting, revenue forecasting, debt issuance and management, and capital improvement planning.
- Ability to develop short-term and long-range comprehensive financial plans and analysis; ability to oversee and maintain detailed and accurate records.
- Ability to collect, organize, analyze, and interpret complex financial data.
- Ability and initiative to make daily operational decisions and to perform highly responsible managerial tasks.
- Excellent communications skills and ability to make effective public presentations and attend public events on behalf of the Authority, as well as to effectively present information in one-on-one and small group situations.
- Reliable, motivated and driven; works well under pressure in a fast-paced environment.
- Organized and able to prioritize or multi-task as needed.
- Dedicated to Organization Change Management.
- Ability to assign, train, and supervise staff; commitment to lead a team at an agency that is diverse, innovative, and provides a crucial service to thousands of people in the MetroWest area.

Compensation

Anticipated starting annual salary of \$100,000-\$110,000, commensurate with qualifications and experience. A competitive and attractive benefits package, including health and dental coverage (80 percent of premium paid), life insurance/short- & long-term disability, and retirement benefits (pension) through the [City of Framingham's Retirement System](#), is part of the compensation package. Additionally, the MWRTA is a Public Service Loan Forgiveness (PSLF) qualified employer.

How To Apply

For a guaranteed reviews of application materials, interested applicants should submit, via email and in confidence, a single PDF containing both cover letter and résumé by 3:00 p.m. EST on October 28, 2025. Position is Open Until Filled. Email application materials to:

Apply@communityparadigm.com

Subject: MWRTA Deputy Administrator for Administration & Finance

Résumés will be reviewed according to the outlined experience, education, and qualifications. Applicants chosen to interview for the position will be contacted by Community Paradigm Associates. Finalists will be asked to submit references and for approval of background reviews before their name is advanced to the MWRTA Administrator for final interviews.

Questions regarding the position should be directed to:

Ray Santilli, Senior Associate
Community Paradigm Associates
RSantilli@CommunityParadigm.com

Sharon Flaherty, Principal
Community Paradigm Associates
SFlaherty@CommunityParadigm.com

The MetroWest Regional Transit Authority (MWRTA) is an Equal Opportunity/Affirmative Action Employer and complies with ADA Requirements.