



Title: Senior Financial Analyst

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to provide information that demonstrates the District’s current and forecasted financial status and to provide agency reporting which results in receiving local, state, and federal funding. This is accomplished by collecting, analyzing and reporting financial and statistical data, providing technical assistance, training, mentoring, and coaching staff, researching and troubleshooting system errors, and performing complex configuration, modification, testing, and implementation within multiple primary software modules.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Reports financial and statistical analysis of data by preparing monthly vital statistics and executive summary reports, preparing monthly and annual reports, updating cost allocation models, analyzing the District’s financial capacity and updating the financial forecasting model, analyzing and researching revenue and expense district-wide, performing analysis of labor contracts and providing detailed information for labor negotiations, providing information for other inquires inside and outside of the district, and conducting peer group trend analyses.	30%
2	S	Coordinating the budget preparation process with all departments by developing of the annual operating budget, preparing detailed revenue and expenditure analysis general ledger accounts for prior, current, and forecast years to be used in budget development, assisting in the final preparation of the adopted budget document, assisting in the development and implementation of the District’s performance measures, and monitoring in controlling budget activities. Perform analyses of labor contracts and labor deployment practices with respect to labor costs. Assist in the preparation of the capital improvement budgets. Review requests for additional funding and other supplemental requests. Assist in monitoring and controlling budget activities. Research, evaluate, and make decisions on requests from departments and budget units for changes in allocation of positions, funding appropriations, and program functions on a continuing basis throughout the fiscal year.	30%



3	S	Provide technical assistance in input, research, and troubleshooting system errors, serving as the principle for problem resolutions, serves as the primary source for budget system users providing solutions to problem within the unit, creating and completing all integrated testing for all reports generated from the system, monitoring operating budget entries for appropriate recording in the system, and compiling all reports to confirm integrity of data from computer systems. Work with employees to correct deficiencies. Plan, prioritize, assign, supervise and review work of staff.	30%
4	S	Prepare and submit mandated statistics and reports to the Federal Transit Administration and other governing agencies including data on District ridership, services, financial operations, and related statistics. Maintain, enter, update, and retrieve information from specialized software programs. Retrieve historic data from computerized systems.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Accounting, Finance, Business Administration, Public Administration, Economics or a closely related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>A minimum of three (3) years of increasingly responsible experience in public agency financial planning and analysis or budget development. Experience in a transit agency is preferred.</p>
Supervision	<p>Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.</p>
Human Collaboration Skills	<p>Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.</p>
Freedom to Act	<p>The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.</p>
Technical Skills	<p>Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.</p>



Budget Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE
<ul style="list-style-type: none"> • Public agency and general financial and accounting principles, policies and procedures. • Principles and practices of financial planning. • Principles and practices of budget development and implementation. • Methods and techniques of analyzing cash flow and preparing cost projections. • Methods and techniques of preparing cost models. • Principles and practices of statistical analysis and financial reporting. • Principles and practices of survey sampling and regression analyses. • Funding sources for transit agencies. • Workers compensation, retirement plan, general liability and related insurance program financial concepts. • Economic principles of discounted cash flow, inflation, benefit/cost analyses, loan amortization, inventory control and related financial concepts. • Principles and practices of financial and administrative report preparation and presentation. • Operations and services of a public transit agency.

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.



ABILITIES

- Provide highly specialized financial support to the District's financial planning programs.
- Perform complex budget analysis, preparation, and monitoring.
- Conduct a variety of specialized studies to determine impact on financial status.
- Independently research, analyze, and make effective recommendations on administrative, management, budgetary and fiscal practices, and procedures a.
- Provide technical leadership on financial studies and other complex projects.
- Develop District financial performance measures.
- Prepare highly complex financial and administrative reports.
- Ensure submission of mandated financial reports to governing agencies.
- Perform complex statistical analyses.
- Ensure that long-range forecasts provide a logical prediction and probability of future public transit operations.
- Ensure good working relationships with internal staff, external agencies and the general public.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
X				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations, observing work duties, communicating with co-workers
Sitting	C	Desk work, meetings
Walking	O	To other departments/offices
Lifting	R	Supplies; files
Carrying	R	Supplies; files
Pushing/Pulling	R	File drawers; equipment
Reaching	O	For supplies; for files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard; telephone keypad; calculator
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	N	Under equipment; inside attics/pipes/ditches
Bending	R	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	F	From computer to telephone
Climbing	R	Stairs; step stools;
Balancing	N	
Vision	C	Reading; computer screen
Hearing	O	Communicating via telephone/radio; to coworkers/public
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	N	
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Copier, scanner, fax machine, telephone, calculator, Crystal Reports, Enterprise Management System (SAP), and computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Ergonomic working area

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.