

JOB TITLE: Financial Analyst
DEPARTMENT: Finance
REPORTS TO: Budget Manager
SALARY GRADE: 104
SALARY RANGE: DOQ (\$55,085.14 -- \$68,856.43 annually)

LAST REVISION DATE: 10/2018
FLSA: Exempt
EEO: Professional

PURPOSE OF JOB

The position provides analytical expertise to support financial and operational goals of the agency. The incumbent acts as a strategic partner with other departments in the collection and analysis of a variety of data. This person will present alternatives and make recommendations to improve financial performance and operational efficiency.

ESSENTIAL FUNCTIONS

1. Prepare various types of detailed analysis, ad hoc reporting, financial models, and forecasting as dictated by current needs of the agency
2. Collect, assemble, and analyze operations and financial data to assess performance, identify improvements, and evaluate alternative solutions
3. Generate reports, presentations, graphics, forms and other documents to demonstrate information flow and project results
4. Make presentations and provide information to decision makers
5. Assist in the preparation of financial documents including but not limited to: annual budget, Comprehensive Annual Financial Report, monthly financial statements
6. Prepare ad hoc reports of financial and operating data using agency's report writing software, Kronos payroll system, and Superior ONESolution financial system
7. Maintain and analyze revenue data to inform decisions related to financial forecasting, budgeting, and fare changes
8. Organize and analyze cost allocation data and serve as liaison for cost allocation plan
9. Utilize existing financial models and adapt variables as needed
10. Provide financial analyses and support for debt issuance, cash and investment management, contract pricing decisions, and contract negotiations
11. Assist in compiling financial information for use in the National Transit Database reporting
12. Investigate and analyze complex operational problems, processes, and procedures; develop recommendations; and report findings and conclusions
13. Maintain, reconcile, and audit a variety of reports and transactions to ensure accuracy
14. Collaborate with users of financial and operations systems, assess information needs, troubleshoot issues to increase efficiency and streamline work flow process, and optimize system utilization
15. Analyze existing manual processes and provide recommendations for technology driven processes
16. Support the development of complex Finance reports and related tools, serve as a resource for the creation of simple reports, assist in general ledger maintenance and structure
17. Complete technical research as required
18. Assist in developing and updating financial policies and procedures manuals
19. Perform other duties or projects of similar nature and level as assigned

REQUIREMENTS TO PERFORM WORK

Education & Experience: (Any equivalent combination of education and experience)

Bachelor's degree in accounting, finance, business administration, public administration, or other related field from an accredited college or university. Minimum of three (3) to five (5) years of professional experience in financial analysis or related field, preferably in public transportation, municipal government, or similar environment.

Special Requirements: Hold a current valid Texas Driver's License or have the ability to obtain one upon entry into the position.

Knowledge of:

- Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) requirements
- Microsoft Office suite including Word, Excel, Outlook, PowerPoint
- Experience with Superion ONESolution Finance and/or COGNOS report writing software highly preferred

Ability to:

- Work independently to perform a variety of functions and manage multiple projects at one time while working in a dynamic environment with changing priorities to meet established deadlines
- Possess an influential and welcoming communication style
- Demonstrate a professional level of expertise and high level of discretion and judgment to support and inform decision-making processes
- Establish cooperative working relationships and communicate effectively and sensitively with all levels of staff, both verbally and in writing
- Exhibit strong problem-solving skills and exceptional customer service orientation
- Ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and for the co-workers he/she interacts with. Interested in partaking in group development and team building activities
- Be open to collaborate and work in a team-oriented and helping environment
- Possess a positive attitude, and ability to practice good judgement, while open to receiving/providing feedback
- Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels

PHYSICAL ACTIVITIES

Physical activities include, but are not limited to: on a continuous basis, sitting at a desk for long periods of time; researching information both in written form and on the computer; using a computer and monitor for long periods of time; intermittently twisting and reaching office equipment; writing or using keyboard to communicate through written means; lifting light weight; reaching above the waist and reaching below the waist; repetitive motion and fingering when using computer keyboard; and talking and hearing when dealing with internal and external customers. The essential functions of this position require the daily use of a computer and telephone. The essential functions of this position are performed in an office environment.