

# JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

April 22, 2019

**TITLE:** Budget Analyst III  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Finance (Budgets & Financial Analysis)  
**APPLICATION DEADLINE:** 4:30 pm on Friday, May 24, 2019  
**PAY RANGE:** \$1,730 - \$2,595 per week (\$89,949 – \$134,924 estimated annual salary)  
**WORK LOCATION:** San Carlos, CA  
**WORK SCHEDULE:** Full-Time

**JOB SUMMARY:** The Budget Analyst III reports to the Manager, Budgets and is responsible for analyzing and preparing the operating and capital budgets for three agencies: the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Receive, review, and monitor cost center manager budget requests for SamTrans, Caltrain, and TA capital and operating programs.
- Prepare the budget report in the monthly financial statement and staff reports for Board approval.
- Review and verify budget authority for both operating and capital projects for all three agencies, including monthly and quarterly staff reports.
- Review and analyze year-over-year budget changes, historical and future trends, and project budget assumptions.
- Liaison with internal staff and external stakeholders to provide and/or retrieve budget information.
- Assist with development of annual budget process; development of baseline budgets, and processing new budget requests for approval by executive team.

## **EXAMPLES OF DUTIES:**

- Analyze and process the activation of funds for capital projects.
- Monitor the implementation of the funding plan for capital projects.
- Provide operating and capital analysis for current budget year activities.
- Conduct training for Cost Center Managers for the budget process.
- Process budget transfer requests.
- Prepare the monthly financial statement presented to the Board of Directors.
- Prepare the annual budget book based on the Government Finance Officer Associations' (GFOA) standards and best practices.
- Prepare budget presentations for Citizen's Advisory Committees and Board of Directors approval.
- Prepare funding applications to the Metropolitan Transportation Commission (MTC) for State Transit Assistance and Transportation Development Act funds.
- Prepare the statistical portion of Comprehensive Annual Financial Report (CAFR) for all three business units.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Works under the general supervision of the Manager, Budgets who establishes goals and objectives and evaluates performance.

**MINIMUM QUALIFICATIONS:**

Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- A Bachelor’s Degree in accounting, finance, or related field.
- Three years full-time increasingly responsible experience in budgeting or financial analysis.

**OTHER REQUIREMENTS:**

- Experience with grant budgeting is desirable.
- Experience in the public sector is desirable.
- Experience with automated financial management system (e.g. PeopleSoft) is desirable.
- Must have effective written and oral communication skills.
- Must be proficient in Microsoft Office Suite programs.

**SELECTION PROCESS MAY INCLUDE:**

Applications will be screened for completeness and minimum qualifications.

Written and/or skills assessment examination.

Finalists will be interviewed by a screening and selection panel.

Background investigation.

**CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

- Holidays: Seven paid holidays, plus up to five floating holidays per year
- Time Off: Paid Time Off: up to 26 days per year
- Cafeteria Plans: Medical, dental, vision care, group life insurance and more
- Transportation: Free Bus Transportation for employees and qualified dependents
- Pension: Public Employees Retirement Systems (CalPERS) and Social Security
  - Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
  - New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

**HOW TO APPLY:**

*Although we encourage applicants to apply online, we are still accepting paper applications.*

- Apply 24 hours a day through our online application system at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html) or complete a SamTrans Employment Application per instructions printed on the application. You must submit a completed application to be considered for this position. Incomplete or late applications will not be considered.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Whether applying online or with a paper application, your completed application package must be received by the District’s Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.
- You may call (650) 508-6308 to verify your online or paper application has been received.

The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650)508-6308. SamTrans is an Equal Opportunity Employer.