

January 28, 2019

TITLE: Senior Financial Analyst (Capital Programs)
EMPLOYMENT TYPE: Exempt
DIVISION: Rail
APPLICATION DEADLINE: **Friday, February 15, 2019**
PAY RANGE: \$1,730 - \$2,595 per week (\$89,949 - \$134,924 estimated annual)
WORK LOCATION: 1250 San Carlos Avenue, San Carlos, California
WORK SCHEDULE: Full Time

Job Summary: The Financial Analyst III (Capital Programs) reports to the Manager, Project Controls and is responsible for the administration of project related cost, grants, funding, and budgeting activities for the Peninsula Corridor Joint Powers Board (Caltrain).

Examples of Essential Functions:

- Perform budget and financial analysis for capital projects.
- Develop and utilize financial forecasting models.
- Coordinate the rail services budget preparation process.
- Ensure compliance with budget policies and procedures.
- Oversee budget monitoring activities; provide financial management and oversight.
- Ensure that the grant funding requirement is tracked, spent, and reported.
- Assist with the implementation and maintenance of financial management systems.

Examples of Duties:

- Compile financial information and perform financial analysis to produce cost forecasting, and identifying funding needs for Capital Programs.
- Develop internal and external financial reporting requirements for all stakeholders in support of the Capital Program Delivery process.
- Analyze short-term and long-term financial decisions and strategies.
- Analyze sources and usage of funds, support management and project teams with funding agreements, and other related requests.
- Perform cash flow analysis and cost accounting.
- Develop financial reports and queries within PeopleSoft, and/or other financial management databases. Review invoices to determine budget conformity, and report those discrepancies and billing adjustments.
- 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 supervision of the Manager, Project Controls who establishes goals and objectives, monitors 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:

- Bachelor's degree in Business Administration, Accounting, Finance, Economics or closely related field.
- Three years of professional full-time experience performing Capital Projects' financial analysis and/or budget analysis.

Other Requirements:

- Must be experienced in an Enterprise Resource Planning system.
- Experience in PeopleSoft is highly desirable.
- Experience with Capital Grants is highly desirable.
- Must be proficient in Microsoft Office Suite.
- Must be able to communicate effectively orally and in writing.

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: 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance, and more
Transportation:	Free bus transportation for employees and qualified dependents
Retirement:	Social Security and Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"> ○ 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 online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at 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.
- 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.

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 Minorities/Women/Persons with Disabilities/Veterans