

# **JOB OPENING ANNOUNCEMENT**

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Employment Hotline 650-508-6308

**January 12, 2022**

**TITLE:** Manager, Budgets  
**EMPLOYMENT TYPE:** Exempt (Full Time)  
**DIVISION:** Finance  
**PAY RANGE:** \$2,342.15 - \$3,513.23 weekly (\$121,792 - \$182,688 estimated annual)  
**APPLICATION DEADLINE:** **Friday, February 4, 2022**  
**WORK LOCATION:** San Carlos, CA

## **GENERAL DESCRIPTION:**

The Manager, Budgets will report to the Director, Budgets and is responsible for the preparation and monitoring of the operating and capital budgets for one or more of the four agencies, San Mateo County Transit (SamTrans), District, Peninsula Corridor Joint Powers Board (Caltrain), the San Mateo County Transportation Authority (TA) and the San Mateo County Express Lanes Joint Powers Authority.

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Oversee the compilation and analysis of operating and capital budgets.
- The review of all expenditures to insure consistency with approved budgets.
- Ensure compliance with budget policies and standards.
- Collaborate with internal stakeholders to ensure grant funding is allocated to the appropriate project(s).
- Oversee preparation of Annual Budget books in accordance with the Government Finance Officers Association's standards and the Transit Development Act and State Transportation Act Claims for the Metropolitan Transportation Commission.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

## **EXAMPLES OF DUTIES:**

- Manage preparation of budget presentations for Citizen's Advisory Committees and Board of Directors' for approval including staff reports, graphs, charts and narrative required for communication of budget objectives for the budget year.
- Provide budget advice and direction to staff, Directors, and committees.
- Oversee budget monitoring activities including departmental budget transfers, activation of capital project funding and budget to actual cost comparisons for monthly, and annual financial reports.
- Coordinate and report budget information with internal customers, external agencies, auditors and to the public.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- 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 direction of the Director, Budgets 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 Accounting, Finance, Economics or closely related field.
- Five (5) years of full-time progressively responsible experience in budgeting, financial management, financial analysis and/or public administration work.
- Three (3) years of experience managing or directly supervising staff.

**PREFERRED QUALIFICATIONS:**

- Working knowledge of an Enterprise Resource Program (ERP) (e.g. PeopleSoft) or other database or financial enterprise systems is desired.
- Must be proficient in Microsoft Office.
- Must possess effective oral and written communication skills.

**SELECTION PROCESS MAY INCLUDE:**

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

**BENEFITS:**

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

Holidays : Seven paid holidays, plus up to four floating holidays per year

Paid Time Off : Up to 26 days (PTO) per year

Cafeteria Plans : Medical, dental, vision care, group life insurance and more

Transportation : Free Bus Transportation for employees and qualified dependents

Pension : Social Security and California Public Employees Retirement Systems (CalPERS)

- 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:**

- To apply, please visit the [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). Complete an online employment application by 11:59 pm on Friday, February 4, 2022. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- 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 contact the Human Resources Department at (650) 508-6308 or email written request to [hr@samtrans.com](mailto:hr@samtrans.com).
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.