



## Budget Analyst

Job ID: 2016-1190

Category: Finance

Type: Regular Full-Time

Starting Pay Range: \$53,347-\$61,500

**PSTA is a Drug Free/Smoke Free Workplace.  
PSTA is an Equal Opportunity Employer.**

### Overview

To assist the Director of Finance with establishing and maintaining a professional budgeting system to ensure compliance with appropriate state statutes for control of the PSTA budget, and with other statutory provisions for the timely preparation and execution of the legally adopted budget. Professional budget work involves the development, preparation, implementation, and detailed analysis of the Authority budget.

### Responsibilities:

- Assists with the development and updating of a budgeting procedures manual.
- Prepares and updates a detailed dictionary of all revenue and expense line items including a detailed description and purpose of each item.
- Assists with the preparation of the official annual preliminary, tentative and final budgets.
- Assists with the implementation and continued updating of budgeting software.
- Assists divisions and departments with preparing budget requests and justifications.
- Assists with calculating budgets for all salaries and fringe benefits for all Authority employees, including various scenarios during union negotiations.
- Prepares and updates annually the Five-Year Capital Improvement Program, coordinating with the Manager of Contracts & Grants and Division Chiefs and Directors.
- Works with Project Managers to develop monthly budgets for the first year of the five year Capital Improvement Program.
- Monitors Actual to Budget on Projects.
- Provides budget support to Project Managers.
- Prepares cost benefit analysis to determine the economic feasibility of current and new proposed programs.
- Performs revenue and expenditure forecasting analysis to assist with the development of multi-year budget strategies.

- Reviews financial reports monthly, quarterly and at year-end to ensure accuracy, completeness and timeliness of financial information.
- Prepares a detailed analysis on a monthly basis of all revenue and expenses to assist with examining and analyzing historical trends.
- Assists with ensuring budgetary compliance with the governmental accounting, auditing and financial reporting procedures as they apply to all applicable laws, rules, and regulations.
- Prepares and/or assists in the preparation of budget presentation materials for PSTA Board of Directors committee meetings and public hearings.
- Works with the Accounting Manager on the development of the chart of accounts in accordance with Federal Transit Administration National Transit Database requirements.
- Assist with the American Bus Benchmarking Group (ABBG) financial reporting by ABBG categories.
- Assists the Chief Financial Officer and Director of Finance with the development of the Comprehensive Annual Financial Report (CAFR) by preparing the Statistical Section and other information as necessary.
- Serves as backup for the National Transit Database (NTD) annual reporting.
- Performs other duties as assigned to assist the Director of Finance.

### **Qualifications:**

Education: Bachelor's degree from an accredited college or university in Business Administration, Accounting or a related discipline.

Experience: Must have minimum of four (4) years of professional experience in budgeting, accounting or financial reporting. Work with governmental budgets is preferred.

### **Knowledge, Skills and Abilities:**

Knowledge of: Generally accepted accounting principles (GAAP) and practices, Governmental Accounting, Auditing and Financial Reporting practices and procedures, and the principles and practices of Federal and State laws, rules, and regulations of governmental budgeting.

Skilled in: Computer software applications such as Microsoft Excel, Word, PowerPoint and Access and previous experience with budget and financial reporting software. Must be able to establish and maintain an effective working relationship with personnel at all levels of management. Must be able to write reports, memorandums, training guides and analyses for a variety of audiences.

Abilities: Must be able to prepare, publish, and routinely monitor the budget for a governmental agency, while adhering to all appropriate rules and regulations for compliance with the federal, state, and local authorities.

Exp Date: 4/21/2017