



**Job Title: Principal Financial Analyst**

**Pay Rate**

Principal Financial Analyst (AFSCME Pay Band G): \$109,163.60 (Minimum) to \$141,912.67 (Maximum)

**Posted Date**

August 9, 2018

**Closing Date**

August 24, 2018

**Reports To**

K. Jordan

**Days Off**

Saturday and Sunday

**Who May Apply**

All current BART employees and qualified individuals who are not yet BART employees.

**Current Assignment**

The San Francisco Bay Area Rapid Transit District (BART) is recruiting to fill a Principal Financial Analyst position to support work within the Operating Budgets unit.

The successful incumbent will be responsible for working with managers and budget coordinators to identify, analyze, and quantify issues with fiscal and policy impacts; develop and track the District's annual capital and/or operating budgets, expenditures, and revenues; work closely with HR to manage District position control; and perform ad-hoc projects as required.

Key responsibilities for this position include identifying and resolving complex financial and budgetary issues, which require strong execution and analytical abilities, such as:

- Working independently and defining workload;
- Project planning and project management;
- Taking initiative, including the introduction and support of changes to processes and procedures; identifying and understanding issues, problems and opportunities; and devising appropriate solutions;
- Building and maintaining relationships throughout the District and with certain other Agencies;
- Producing high quality and accurate budget reports and studies;
- Understanding operational needs and translating them into financial realities.

The ideal candidate will demonstrate one or more of the following skills/experience beyond the minimum qualifications.

- Substantial experience budgeting annual expenses, tracking and analyzing financial performance, developing fiscal projections, and preparing and presenting monthly and quarterly reports;
- Experience with PeopleSoft, Hyperion, or other relational database position based budgeting systems, including report writing, queries, and model development/modification;
- Experience with position-based budgeting and position management/control, including positions funded by monies other than General Fund;
- Substantive experience with public agency budgeting and governmental budgeting and accounting;
- Substantial experience in data management and analysis, including but not limited to costing and staffing analysis;
- Ability to supervise junior staff;
- Experience in reporting fiscal, performance, and/or other data;
- Problem solving, research, and presentation skills including ability to identify and frame issues and collect, manipulate, and structure large quantities of diverse data appropriately for analysis (incl MS Suite, Access, etc);

- Ability and interest in developing and maintaining relationships with internal and external customers.

### **Essential Job Functions**

- Provides analytical decision support services and technical expertise for a broad array of financial and operational work supporting the District's budget and financial reporting efforts
- Responsible for leading or completing more complex multi-faceted projects and analyses across disciplines and functional areas such as budgets, operations, benefits, grants, compliance, audits, strategic development, and financial planning.
- Interprets, summarizes, and explains information to a variety of audiences.
- Assists in developing budget performance monitoring processes and coordinating compilation of information; interpretation of information; and presentation of monitoring information.
- Develops summary presentation materials, reports and visual aids; prepares and presents material to Executive Staff, Board, other agencies, and the public.
- Train and supervises assigned employees in their areas of work, including budgeting and financial analysis methods, procedures, and techniques
- Depending on the project, will either be a sole contributor or in a position to support a team.
- Maintains good supporting documentation and audit trails.
- Participates in special reports, projects, and other work as assigned.

### **Minimum Qualifications**

#### **Education:**

Bachelor's degree in business administration, accounting, economics or a closely related field from an accredited college or university.

#### **Experience:**

Four (4) years of (full-time equivalent) verifiable professional budgetary, financial or management analysis experience.

**Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

**Selection Process**

This position is represented by American Federation of State, County, and Municipal Employees (AFSCME). Applications will be screened to assure that minimum qualifications are met. Those applicants who meet minimum qualifications will then be referred to the hiring department for the completion of further selection processes.

The selection process for this position may include a skills/performance demonstration, a written examination, and/or an individual or panel interview.

The successful candidate must have an employment history demonstrating reliability and dependability; provide copies of certificates, diplomas or other documents as required by law, including those establishing his/her right to work in the U. S.; pass a pre-employment medical examination which includes a drug and alcohol screen, and which is specific to the essential job functions and requirements. Pre-employment processing will also include a background check. (Does not apply to current full-time District employees unless specific job requires additional evaluations)

The selection process for this position will be in accordance with the applicable collective bargaining agreement.

**Application Process**

External applicants may only apply online, at [www.bart.gov/jobs](http://www.bart.gov/jobs). Applicants needing assistance with the online application process may receive additional information by calling (510) 464-6112.

Current employees are strongly encouraged to apply online, either at [www.bart.gov/jobs](http://www.bart.gov/jobs), or on WebBART. Current employees may also apply using a BART paper application by delivering the completed form to the Human Resources Department, or by mailing it to P. O. Box 12688, Oakland, CA 94604-2688.

All applicants are asked to complete the application in full, indicating dates of employment, all positions held, hours worked, and a full description of duties. On line applicants are invited to electronically attach a resume to the application form to provide supplemental information, but should not consider the resume a substitute for the application form itself.

Applications must be complete by the closing date and time listed on the job announcement.

#### Equal Employment Opportunity

The San Francisco Bay Area Rapid Transit District is an equal opportunity employer. Applicants shall not be discriminated against because of race, color, sex, sexual orientation, gender identity, gender expression, age (40 and above), religion, national origin (including language use restrictions), disability (mental and physical, including HIV and AIDS), ancestry, marital status, military status, veteran status, medical condition (cancer/genetic characteristics and information), or any protected category prohibited by local, state or federal laws.

The BART Human Resources Department will make reasonable efforts in the examination process to accommodate persons with disabilities or for religious reasons. Please advise the Human Resources Department of any special needs in advance of the examination by emailing at least 5 days before your examination date at [employment@bart.gov](mailto:employment@bart.gov).

#### Other Information

Please note that any job announcement may be canceled at any time.

Please be prepared to present documentation in support of any required licenses, degrees, or certifications upon request.

#### Note

When you have successfully applied for this position you will receive an auto reply e-mail acknowledging that your application was received for this position. Please retain a copy of the e-mail for your records. If you receive an auto reply that does not specifically reference this position, please email Employment Help at [employment@bart.gov](mailto:employment@bart.gov) for assistance.

To verify submission of your application, click on the 'My Career Tools' link at the top of the 'Careers Home Page' after submitting your application to view the list of applications you have submitted (including application date and status). If you have further questions, please email the Employment Help at [employment@bart.gov](mailto:employment@bart.gov), between the hours of 8:15am - 5:00pm, Monday- Friday.