



JOB VACANCY POSTING

OPEN TO ALL APPLICANTS: 07/09/2015

POSTING:	0141-14	FULL/PART-TIME:	Full time
TITLE:	Budget Analyst	HRS. PER WEEK:	40
POSITION HIRING RANGE:	\$58,063 – \$63,869	SCHEDULE:	M – F 8:00a – 5:00p Able to work evenings, weekends and holidays as necessary
POSITION SALARY RANGE:	\$58,063 - \$93,512		
DEPARTMENT:	Finance		

BUDGET ANALYST

Summary: Oversee and coordinate the reimbursement process to meet the requirements of grantees and funding sources and ensure the timely disbursement of program funds. Responsible for making copies of allowable reimbursements, preparing and recording reimbursement requests. Assist the Budget & Grants Manager in coordinating, planning, and directing budget development, and budget/grant management. Performs a variety of duties involving budget and grant analysis, financial analysis of accounting records and obtaining reimbursement from funding partners. Monitor the SFRTA's budget by reviewing reports and accounting records to determine if allocated funds have been spent as specified. Participate in all activities associated with grant contract monitoring and management.

Skills: Knowledge of the principles and practices of budget preparation and fiscal analysis. Knowledge of accounting principles and policies. Knowledge of various OMB circulars relating to governments. Ability to interpret and explain common irregularities. Ability to organize, analyze and interpret data. Ability to communicate well orally and in writing. Ability to prepare financial reports.

Requirements: Bachelors degree in accounting or finance plus one year of experience in Government budgeting and/or accounting or any equivalent combination of related training and experience. Prior experience with preparation of a budget for GFOA Budget Award preferred. This position requires the ability to work with a personal computer in a Windows environment. Must be proficient in Word, Excel, Outlook, and PowerPoint.

To Apply: SFRTA Employees must complete a Transfer Application Form by downloading one from the Intranet or picking one up from the Human Resources Department. All others should e-mail an application and/or resume w/ salary requirements to jobs@sfrta.fl.gov, or mail to, Mary Jane Lear, Director of Human Resources at 800 NW 33rd Street, Pompano Beach, FL 33064 or Fax to 954-653-9105. Applications are available online at www.sfrta.fl.gov.

EOE/Smoke and Drug Free Workplace