



## **JOB VACANCY POSTING**

**OPEN TO ALL APPLICANTS: 07/09/2015**

<b>POSTING:</b>	<b>0143-07</b>	<b>FULL/PART-TIME:</b>	<b>Full time</b>
<b>TITLE:</b>	<b>Budget Analyst</b>	<b>HRS. PER WEEK:</b>	<b>40</b>
<b>POSITION HIRING RANGE:</b>	<b>\$58,063 – \$63,869</b>	<b>SCHEDULE:</b>	<b>M – F</b> <b>8:00a – 5:00p</b> Able to work evenings, weekends and holidays as necessary
<b>POSITION SALARY RANGE:</b>	<b>\$58,063 - \$93,512</b>		
<b>DEPARTMENT:</b>	<b>Finance</b>		

## **BUDGET ANALYST**

### **Summary**

The South Florida Regional Transportation Authority (SFRTA), a tri-county public transportation authority serving Miami-Dade, Broward and Palm Beach counties, is seeking a Budget Analyst to oversee and coordinate the reimbursement process to meet the requirements of grantees and funding sources and ensure the timely disbursement of program funds.

### **Responsibilities**

- 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.
- Responsible for making copies of allowable reimbursements, preparing and recording reimbursement requests.
- Monitor the SFRTA's budget by reviewing reports and accounting records to determine if allocated funds have been spent as specified.
- Assist in the preparation of the Capital and Operating Budgets for the SFRTA; analyze budget requests; assess financial impact, policy implications, and operational needs.
- Work with Project Managers in setting up projects including preparing preliminary budgets, and working with the Project Manager to close out completed projects.
- Examine financial and accounting records to ensure that allocated costs are allowable and posted to correct accounts.
- Participate in all activities associated with grant contract monitoring and management.

## Required Qualifications

- 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.
- Must be proficient in MS Office (Outlook, Word, Excel, and PowerPoint.)

## Required Education/Experience

- Bachelor's degree in accounting or finance, *plus*
- Three (3) years of experience in government budgeting and/or accounting
- *Or any equivalent combination of related training and experience.*

## Preferred Education/Experience

- Prior experience with preparation of a budget for GFOA Budget Award preferred.

## Benefits & Compensation

The South Florida Regional Transportation Authority offers a competitive salary and comprehensive benefits package. Benefits include:

- Paid holidays, vacation, sick and personal time.
- Health Insurance through the State of Florida – PPO or HMO.
- Participation in the Florida Retirement System (FRS).
- Employer paid life insurance and long term disability coverage.
- Ability to enroll & contribute to one of the State of Florida deferred compensation plans.
- Tuition Reimbursement program.
- Free train transportation on Tri-Rail; a savings of up to \$900/yr.
- Paid memberships in organizations related to employees' field/profession.
- Paid workshops, seminars and educational conferences related to profession.

## To Apply

SFRTA Employees must complete a Transfer Application Form and submit it along with a copy of most recent resume to the Human Resources Department. Transfer Applications are available on the SFRTA Intranet and the Human Resources Department. All others should e-mail an SFRTA Employment Application and resume, along with salary requirements, to [jobs@sfrta.fl.gov](mailto:jobs@sfrta.fl.gov), or fax to 954-653-9105 or mail to, M. David Trabal, Human Resources Manager, at 800 NW 33<sup>rd</sup> Street, Pompano Beach, FL 33064. Applications are available online at [www.sfrta.fl.gov](http://www.sfrta.fl.gov) and must reference a posting number.

**EOE/Smoke and Drug Free Workplace**