



# JOB VACANCY POSTING

OPEN TO ALL APPLICANTS

Reposted: October 5, 2016 thru October 19, 2016

<b>POSTING:</b>	0144-13	<b>FULL/PART-TIME:</b>	FULL TIME
<b>TITLE:</b>	Business Analyst	<b>HRS. PER WEEK:</b>	40
<b>POSITION HIRING RANGE:</b>	\$58,063 - \$63,869	<b>SCHEDULE:</b>	M – F 8:00am – 5:00pm (Able to work evenings, weekends and holidays as necessary)
<b>POSITION SALARY RANGE:</b>	\$58,063 - \$93,512		
<b>DEPARTMENT:</b>	Finance		

## BUSINESS ANALYST

### Summary

The South Florida Regional Transportation Authority (SFRTA), a public transportation authority serving Miami-Dade, Broward and Palm Beach counties, is seeking a Business Analyst to join the finance team and participate in, and oversee, the accounting functions, including payroll, capital asset accounting and software training.

### Responsibilities

- Ensure accurate and timely reporting of financial transactions.
- Assist in the research and analysis of general ledger account variances.
- Develop and maintain monthly standard and recurring journal entries.
- Prepare journal entries as necessary to maintain General Ledger.
- Perform monthly account analysis, reviewing related records and accounts to ensure correct postings and calculations.
- Maintain control over the capital asset system by ensuring that all asset additions, disposals and transfers are processed timely and are reconciled to the general ledger.
- Assist auditors with records requests and related information for year-end activities.
- Coordinate external audit activities and participate in year-end audit request.
- Assist with the Comprehensive Annual Financial Report (CAFR) preparation.
- Prepare project accounting analysis/spreadsheets and Ad Hoc data requests.
- Serve as back-up to others within the Finance Department as needed, and as appropriate, to ensure work is completed timely and accurately.

## Required Qualifications

- Strong analytical, organizational, research, time management and problem-solving skills.
- Extensive knowledge of accounting processes and systems.
- Excellent written and verbal communication skills, with strong project management skills.
- Ability to create tools, including spreadsheets, to improve financial data analysis and reporting.

## Required Education/Experience

- Bachelor's degree in accounting or finance from an accredited college or university, *plus*
- A minimum of four (4) years of relevant experience, preferably in a government organization, *or*
- Any equivalent combination of related training and experience.

## 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**