



CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY

JOB POSTING #2016-24

CLOSING DATE: 08/08/16

Job Title: Budget Analyst

FLSA Status: Exempt **Pay Grade:** 23

Work Location: 5658 Bear Lane & as assigned

Department: Admin/DBE/EEO

Reports To: Managing Director of Administration

Salary: \$47,257.60-\$73,236.80 (Min-Max Annually)

General Summary: Under direct supervision of the Managing Director of Administration, exercises independent action in reviewing, developing and implementing financial plans and policies. Assist the Managing Director of Administration or other Directors analyze proposed plans and find alternative results.

Essential and Marginal Job Functions: Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Work with Managing Director of Administration to develop the organization's budget.
- Compiles and reviews budgets for organization using actual performance, previous budget figures, estimated revenue, expense reports, and other data sources to control funds and provide for proper financial administration.
- Review budget proposal for completeness, accuracy, and compliance with laws and other regulations.
- Assist and analyze proposed plans and find alternatives if the projected results are unsatisfactory.
- Monitor organizational spending to ensure that it is within the budget.
- Prepares financial plans, regular and special purpose reports, and comparative evaluation of actual costs against budgeted funds.
- Monitors and maintains implementation of financial policies, historical records, trends, and determines rationale for variances between costs and budget.
- Explain reasons for budget requirements to Executive Management Team.
- Inform Managing Director of Administration of future financial needs and available funds.
- Conduct IRS 1040 Analysis for DBE office.
- Accuracy that IRS requirements are fulfilled by the RTA in regards to the Health Care Reform.
- Perform cost-benefit analyses to compare operating programs, review financial requests, and/or explore alternative financing methods.
- Complies with Regional Transportation Authority policies and procedures and local, state and government regulations.
- Maintains confidentiality regarding all RTA related business information and personnel issues.
- Performs other duties as assigned.

It is the RTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.

Qualifications include:

Knowledge of:

- Business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources;
- Economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data;
- Modern office procedures, methods, office and computer equipment; and
- Correct English usage, spelling and vocabulary.

Ability to:

- Communicate effectively verbally and in writing;
- Willingly foster a positive work environment;
- Choose the right mathematical methods or formulas to solve a problem;
- Provide service in a courteous and professional manner;
- Effectively multi-task assignments and deadlines at once, manage staff and work with a diverse group of people;
- Establish & maintains effective working relationships with those contacted in the course of work;
- Exercise independent judgment and responsible decision making;
- Type at a speed necessary for successful job performance;
- Understand and follow oral and written instructions;
- Comply with Regional Transportation Authority policies and procedures; and
- Maintain a dependable attendance record.

Skills:

- Operate a variety of office equipment including a computer, calculator, copier, facsimile machine, shredder, and typewriter;
- Demonstrated superior verbal and written communication skills;
- Demonstrated strong analytical, problem solving and negotiation skills;
- Demonstrated excellent interpersonal relationship and teambuilding skills;
- Proficiency in Microsoft Excel and/or similar spreadsheet application(s);
- Proficiency in Microsoft Access and/or similar database application(s); and
- Proficiency in Microsoft Word and/or similar word processing application(s).

Experience and Training Requirements:

This position requires any equivalent combination of the following training, education and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** Bachelor's Degree in Accounting, Finance, Economics, Business or related field.
- **Experience:** Minimum two (2) years of directly related experience.
- **License or certificate:** Possession of an appropriate, valid driver's License on the date of application as required for position to operate RTA vehicles.

Working Conditions and Physical Requirements:

Works primarily in a typical, climate controlled office environment. Average amount of extended work hours are required. The noise level in the work environment is usually moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. Standard physical activity includes, but is not limited to, sitting, standing, and walking activities. Essential and marginal functions require maintaining physical conditions necessary to carry/lift/push or pull loads up to 10lbs.