



JOB TITLE:	FINANCE ADMINISTRATIVE ANALYST	DIVISION:	DISTRICT – FINANCE
REPORTS TO:	AUDITOR-CONTROLLER	EEO CATEGORY:	02 - PROFESSIONAL
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## Position Summary

Under general direction, this position performs a wide range of duties to ensure efficiency, compliance and effective management to support the Finance department. Works very independently to provide complex, confidential and high level support primarily to the Auditor-Controller, and it's direct reports; the Budget & Electronic Revenue Director, Capital & Grants Director, Accounting Director and Procurement Director. The position reports directly to the CFO.

Maintains a professional demeanor for sensitive matters of personal communication; exercises the highest level of discretion, confidentiality and independent judgement to the executive responsibilities of the CFO/Auditor-Controller. Works alongside internal and external contacts to time manage and prioritize projects as assigned by the Auditor-Controller, department Directors and staff to produce deliverables and meet deadlines routinely and with special projects. Routinely makes decisions that significantly facilitate the work of the Auditor Controller and associated staff. Responsibilities include regular contact on behalf of the Auditor-Controller/CFO with federal, state, and local government officials, consultants, and members of the Board of Directors and all levels of District personnel to exchange information.

The position has no back up to perform tasks. Hence, during absences, tasks will be completed upon return or, with support of Auditor Controller, will develop and implement a plan prior to departure to have necessary tasks performed by other Finance Department staff.

## Essential Responsibilities

### A. Administrative:

- Coordinates scheduling of meetings and conference calls between District Staff and/or outside partners, project teams, vendors or agencies; monitoring calendar conflicts
- Follows up with District staff, or outside agencies for Committees in support of the Auditor-Controller/CFO and Finance Department
- Prepares materials for meetings, for review of Auditor-Controller/Finance Department, ahead of meetings



- Updates and maintains inter-departmental calendars to support projects
- Monitors and gathers data from a variety of sources to weekly, monthly, quarterly or yearly financial reports compiled by the Finance departments
- Prepares and enters travel authorizations into Financial Database, OnBase, research airfare and hotel accommodations to book travel for trainings and conferences, approves Travel Authorization and Travel Expense forms for all Finance Staff
- Prepares and sends out correspondence on behalf of Auditor-Controller to Executive Team, District Staff and/or outside partners as needed
- Monitors, tracks and compiles correspondence or contact activity with customers and vendors, consultants and other partnering Transit Agencies statewide
- Receives and distributes department mail including checks, scanning of documents for keeping of records, routes documents to necessary parties throughout Finance department
- Answers phones for department as needed, using problem solving skills in order to direct calls and forward emails to the appropriate departments and persons
- Orders administrative supplies for Finance Department, while maintaining on-site departmental back stock inventory of standard office supplies
- Knows and follows the safety and health rules and safe working practices applicable to job
- Performs additional related duties as assigned
- Regular and reliable attendance and performance are required

**B. Finance Program Support:**

- Produces monthly and quarterly reports to the Board of Directors, working with multiple internal departments and outside partners to compile data
- Tracks all Board reports generated by Finance Staff. Ensures that items are sent to General Manager's office and District Secretary's office to meet deadlines, and are formatted according to District guidelines
- Compiles, catalogs and maintains financial policy and procedures manual, and capital budget/capitalization policies under the direction of Finance Office Departments
- Supports production of Budget Book with layout, format and editing
- Collects basic data from other parts of the District, provide regular and one-off reports, summaries, trending on spreadsheets, tables and graphs and written correspondence
- Acts as Finance liaison with Procurement Department staff on administrative contract issues. Monitor vendor contacts, to process and track payments as part of Procurement documentation; and, processes Purchase Orders and internal procurement documents under the direction of Department heads
- Gathers and provides requested data to other departments, vendors and/or outside partners
- Reconciles Procurement Card purchases for Finance Department, auditing charges for approval on a monthly basis through the Wells Fargo Commercial Electronic Office
- Assists in creating vendor information forms for the District, enters data into IFAS to create the PEID/vendor numbers, monthly
- Completes filing of annual Debt compliance documents, oversees the distribution of Single Audits to external entities and manages other document proliferation responsibilities



- Assists with maintaining the Asset Management and Disposition process
- Assists in ensuring physical inventory for record keeping is up to date and in compliance for Capital assets, inventory and small and active assets, and prepare reports
- Maintains Departmental expenses grid for subscriptions, and memberships annually
- Assists in planning and administering Finance Department trainings to internal stakeholders (*i.e.* Grants, Budget Development Process & Procurement Process, Accounting Trainings)
- Manages Finance Department Special Projects as assigned, such as, support vendor transition from paper checks to ACH/EFT payments, management of scanned physical mail or advance the transition of District to using P-Card for purchases

## Required Knowledge, Skills and Abilities

### Knowledge of:

- Effective Project Management and teambuilding principles
- Effective communication and diplomacy in carrying out duties
- Records Management
- Business English usage including spelling, grammar, punctuation and vocabulary
- District Policies and Labor Agreement (MOU) Provisions
- MS Office Suite

### Skill in or Ability to:

- Compose business letters, reports, and newsletter items in final form, using correct grammar, punctuation, spelling and format
- Use all modern office machines and equipment, such as fax machines, electronic network computer systems, copiers, and computers
- Oral and written communications skills
- Interact effectively with personnel at all levels, both inside and outside the District
- Work effectively with interruptions and changing priorities in a high volume, high visibility office environment
- Work as part of a team using excellent interpersonal and communication skills
- Manage projects in a positive, effective manner while maintaining adherence to deadlines, policies and procedures
- Provide accurate and timely follow up on all assigned tasks
- Be approachable with the ability to track and complete multiple tasks at the same time
- Create presentation in PowerPoint from written documents, charts and graphs
- Use tact, discretion, initiative and independent judgment in establishing and maintaining cooperative, effective and productive professional working relationships with all encountered in the course of work



### **Physical Requirement:**

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment

## **Minimum Qualifications**

### **Education and/or Experience:**

- A Bachelor's degree in Business, Finance, Public Administration, or in any related field. Qualifying experience may be substituted on a year-for-year basis in lieu of education. A written statement detailing qualifying experience must be submitted with the application
- Requires a minimum of three years' recent full-time position related experience in one or more of the following functional areas: budget analysis; financial/fiscal analysis and reporting; program analysis, evaluation and/or planning; or other functional areas related to the duties of this position where the primary focus of the job is complex professional-level analysis for evaluation, recommendation, development and/or implementation of major programs and functions of the department/organization
- Must be able to demonstrate proficiency using advanced word processing, spreadsheet and database software; prepare analysis, presentations, and spreadsheets using Excel. PowerPoint is desirable
- Government experience is desirable