

JOB TITLE: Transportation Financial Analyst

DEPARTMENT: Transportation and Environment

JOB SUMMARY: This new position is responsible for assisting the Finance Director and Transportation and Environmental Director in bookkeeping, preparing and maintaining accounting records, and required financial and compliance-related reports. This position may also require the analysis of socioeconomic, demographic, transit, and other data to provide to supervisors and staff to include in reports and plans and to find efficiencies in program operations.

MAJOR DUTIES:

- Prepares and records journal entries for monthly transactions and budget information.
- Verifies balance sheet account information.
- Analyzes financial reports to ensure accuracy.
- Prepares journal entries necessary to make adjustments to the general ledger.
- Ensures that subsidiary ledger balances with the general ledger.
- Analyzes financial information to ensure programs are within budget.
- Prepares and submits all reports necessary to receive funds from program fund sources within contractual time frames.
- Files copies of all reports submitted.
- Oversees quality control for processing service provider expenditure reports.
- Checks service provider invoices/reports to ensure accuracy in calculations.
- Prepares requests for payment forms for payment due to service providers.
- Prepares financial reports for advisory boards and management.
- Enters financial and programmatic information into accounting software.
- Prepares schedules and assists auditors with annual audits of financial statements.

- Provides management with financials, analysis, and reports periodically or as requested.
- Prepares various spreadsheets (or other tracking and visualization tools) to track data.
- Reviews daily transit trip orders to ensure accuracy early in the trip delivery process.
- Reviews performance of transportation service providers; conducts desk and on-site monitoring reviews to determine compliance with state and federal requirements under the supervision of the Transit Manager.
- Completes program evaluations and surveys to determine customer satisfaction.
- Reviews and prepares agency wide accounts payables weekly for due dates, amounts, and proper documentation prior to processing.
- Reviews and analyzes data for public transit program to identify issues and trends, prepares reports and findings in coordination with Transit Manager and transportation service providers.
- Additional limited duties may include:
 - Establishes and maintains the transportation database and filing system.
 - Research and analyze socioeconomic, demographic and other large data sets in coordination with regional planners to include in reports and plans.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of public financial administration.
- Knowledge of governmental and fund accounting and audit principles and procedures.
- Knowledge of relevant federal and state laws, rules and regulations.
- Knowledge of Commission's policies and procedures.
- Skill in preparing and presenting financial and administrative reports.
- Skill in operating a computer and word processing and spreadsheet programs.
- Skill in operating standard office equipment.
- Skill in analyzing and interpreting financial administrative data.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Transportation and Environmental Director and/or

Finance Director will assign work in terms of general instructions and provides guidance throughout the project as necessary. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include Generally Accepted Accounting Principles, generally accepted governmental accounting standards, OMB Circulars, GDOT and DHS guidance, regulations, and manuals, and commission policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related technical accounting duties. Strict regulations and the need for accuracy contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to assist in the management of financial records. Successful performance helps ensure the accuracy and timeliness of financial transactions and records.

PERSONAL CONTACTS: Contacts are typically co-workers, representatives of other government agencies, auditors, service providers, and the general public. The individual in this position is expected to work with other staff in a team atmosphere to ensure efficient delivery of the programs.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

PREFERRED QUALIFICATIONS:

- Possession of a Bachelor's Degree from an accredited college or university with a major in accounting, finance, planning, urban studies, public administration, geography, environmental studies, marketing or transportation engineering or a closely related field OR at least three years professional experience in public administration, accounting, grants administration, budget analysis or a closely related field.
- Successful candidate must have excellent ability to conduct financial accounting, produce written narrative, be a self-starter, and be willing to work in teams. Candidate should have excellent computer skills.
- Successful candidate should review and be familiar with all of the SGRC programs and our transportation activities found on our website at www.sgrc.us prior to an interview.

This is a full time (37.5 hours/week), salaried position based in our Valdosta office. The anticipated start date for this position will be July 1, 2021. Salary range is \$35,000 – \$45,000 dependent upon experience. Candidates should submit cover letter, resume, and SGRC application to: Corey Hull, SGRC, via email at chull@sgrc.us. Driver's License, MVR, background check, and drug test required. Resumes will be accepted until position is filled.

Employee Signature

Date

Supervisor Signature

Date