



The Rhode Island Public Transit Authority (RIPTA) is recruiting *internally and externally* for one or more positions of **Junior Financial Analyst**. This is a Non-Represented position and is contingent upon budget approval.

- Position:** Junior Financial Analyst
- Posting Period:** May 16, 2024 Through Successful Recruitment
- Salary Range:** \$62,795.54 to \$78,494.42 (Pay Grade 911)
- Reports To:** Executive Director of Financial Planning and Analysis
- Union Affiliation:** Non-Represented

**Summary of Position:**

This is a non-represented position in the Finance Department responsible for coordinating the Authority's financial and budgetary operations. In addition, this position is responsible for the management of federal transit grants throughout their lifecycle including development, accounting, reporting, and close-out. This position will require the incumbent to work closely with all other departments to track trends, create forecasts, and to conduct analysis as needed to support the management of the Authority. The incumbent will assist in all departmental projects ensuring that financial information is accurate and updated on a regular basis.

**Essential Duties and Responsibilities:**

1. Prepares federal and state reimbursement requests;
2. Tracks grant funding and eligible expenses;
3. Ensures all files and tracking systems are updated regularly;
4. Assists with the development of the capital and operating budgets;
5. Coordinates across the agency to develop the annual financial plan;
6. Monitors financial performance and identifies trends;
7. Completes annual, monthly, and quarterly reporting, in addition to all other reporting as needed;
8. Provides ad-hoc analysis for senior management;
9. Assists with financial planning and forecasting;
10. Consolidates and analyzes financial data;
11. Assists with departmental and agency-wide process improvements;
12. All other job-related duties as assigned.

*The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.*

**Qualification Requirements and Selection Process:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;
- Attention to detail and accuracy;
- Organizational and planning skills;
- Good interpersonal skills including the ability to remain flexible when encountering tight time schedules and to effectively interact with internal and external contacts;
- Ability to communicate effectively both verbally and in writing;

- Demonstrated problem solving, analytical and investigative skills, including the ability to research, analyze and reconcile financial data, and to make logical decisions using sound, independent judgment and common sense;
- Advanced Excel skills, word processing, knowledge of databases, and financial systems required;
- Ability to meet strict deadlines and work extended hours when necessary;
- Interested applicants should submit their cover letter, resume and RIPTA employment application to the Human Resources Department by due date;
- Applicant must provide RIPTA a copy of degree and/or transcripts from accredited educational institution as outlined under "Education" within the job posting;
- Applicant must provide RIPTA with copies of any licensure and/or certifications pertaining to the posted position;
- May be required to pass an oral interview and/or written test;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicant will be required to pass a nationwide full criminal background check to be conducted by RIPTA;
- Applicants claiming Military status; should submit a copy of the DD-214 form;
- Internal applicants will be subject to evaluation of personnel file to determine eligibility and suitability for the position; to include but not limited to review of attendance, training, education, job qualification skills, commendations, and disciplinary history.

**Education:**

- Must be a graduate of an accredited college or university with a Bachelor's Degree in Accounting, Finance, Public Administration, or a related field.

**Experience:**

- Minimum two years of grant administration or accounting experience is preferred;
- Experience with accounting/general ledger systems is helpful;
- Experience with federal grants (FTA especially) preferred, not required;
- Solid knowledge of Microsoft Office, particularly Excel;
- Excellent problem solving and time management skills;
- Ability to work well both independently and with a team.

**OR:** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**Independent Action:**

- Ability to independently plan, organize, prioritize, and manage multiple projects and priorities with accuracy and close attention to detail.
- Demonstrated ability to work independently with minimal supervision, follow directions well and follow through with assignments until completed.

**Supervisory Responsibility:**

None

**Interested applicants should submit their cover letter, resume, required job specific licenses/certifications and RIPTA employment application to the Human Resources Department at 705 Elmwood Avenue, Providence, RI 02907, on-line via RIPTA's website [www.ripta.com/careers](http://www.ripta.com/careers) or via email to [jobs@ripta.com](mailto:jobs@ripta.com). Telephone calls regarding application status will not be accepted.**

**RIPTA is an Equal Opportunity Employer:** It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.