

# We're Hiring: Financial Analyst

**Full-Time Position**

**Salary Range:**  
**\$61,399 - \$76,748**

**Application  
Deadline:**

Position will remain  
opened until filled

For a full list of essential  
functions, knowledge,  
skills and abilities, please  
go to [ridetherapid.org](http://ridetherapid.org)

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The Rapid is an EEO  
Employer: Women  
and Minorities  
Encouraged to Apply



**Position Summary:**

The financial analyst is responsible for analyzing financial data by collecting, monitoring and creating financial models for decision support. Improve financial status by analyzing results; monitoring variances; identifying trends; recommending actions to management; and provide consistent forecasting. Support the Risk Management program by assisting with the administration of the insurance program and procedures.

**Essential Functions:**

- Assist the Finance Manager with management of annual operating budgets including operating and grants budgets and annual budget process.
- Meet with management to ensure budget management support.
- Financial planning and analysis including forecasting, reporting, and operational metrics tracking and perform internal and external benchmarking analysis.
- Prepare accounting and financial reports and analysis to be presented to management and the Executive Team.
- Ongoing review and consolidation of financial reporting and planning procedures.
- Evaluate financial performance by comparing and analyzing actual results with plans and forecasts.
- Provide analysis of trends and forecasts and recommend actions for optimization.
- Recommend actions by analyzing and interpreting data and making comparative analyses; study proposed changes in methods and materials.
- Identify and standard and ad-hoc reports, tools and dashboards.
- Increase productivity by developing automated reporting and forecasting tools and models.
- Complete National Transit Database (NTD) Reporting in accordance with FTA requirements.
- Assist with insurance renewal, review invoices and claims, analyze monthly reports and trends, and assist with budget and financial needs.
- Assist the Finance Manager with any additional duties as required.

**Education:** Bachelor's Degree in accounting, finance, or related field. Master's degree preferred.

**Experience:** Three (3) years or more of experience in finance or accounting field. Government accounting and/or knowledge of public transit finance preferred.

**Computer Skills:** Mid-level to advanced computer and software skills, primarily in applications included in the Microsoft Office Suite. Ability to learn new and/or proprietary systems as required.

**How to Apply:** Submit resume and cover letter to [recruiting@ridetherapid.org](mailto:recruiting@ridetherapid.org) OR apply online at [ridetherapid.org/jobs](http://ridetherapid.org/jobs)