

CITY OF CONROE, TX

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Transit Coordinator – Financial Analyst

Department: Community Development

Division: Transportation

Pay Grade: 324

FLSA Status: Exempt

JOB SUMMARY

Responsible for performing a variety of transit planning, coordination and administrative duties for the Transportation Department. The job assignment includes, not limited to: This position is post award grant and contract accounting activities, analysis of contract reimbursements, increments, replacements, renewals, grant expenditure trends, and assists with budget preparation and reconciliation of City's ledger in accounting systems. Work is performed with considerable independence within the framework of established procedures, City and departmental policies and managing the operation within the budgetary plan.

ESSENTIAL JOB FUNCTIONS

- Assist and monitor expenditures and revenues to ensure that funding is within budget. This will include the development of budgets and financial analyses, maintenance of financial reports, as well as post grant financial analysis. Identifies opportunities and recommends implementation of process changes to support greater efficiency and usefulness in the budget creation and tracking.
- Audits, monitors and records expenditures, disbursements, and all types of entries relating to any activity on grants utilizing the Transit Award Management System (TrAMS) Federal system.
- Maintains and monitors budget/contract expiration dates, renewals and assists with budget amendments.
- Audits and prepares bill payments, purchase requisitions and payment authorizations for the proper funds at the federal and local percentages. Prepares and conducts federal and state drawdowns.
- Tracks monthly performance and financial data; work closely with the purchasing department to conduct procurements using federal funds. Serves a liaison to the Finance department.
- Preparing financial schedules for reports and participating in audits and other mandated reviews, as required.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires the completion of a Bachelor's degree in Accounting, Finance, Business Administration, and/or Public Administration. At least 7 years of applicable experience in the field. Five years of experience with a municipal, state, and/or federal agency in transit planning and/or management, and/or processing documents (paper or electronic) to meet FHWA, FAA, FRA, and/or FTA requirements.

Special Requirements:

Possession of a valid class "C" Texas driver's license.

Knowledge, Skills and Abilities:

- General knowledge of Federal and State funding requirements. Knowledge of principles and practices of transit planning.
- General expertise required are in risk assessment and process improvement, as well as a high degree of communication and problem-solving skills. Experience in an auditing and internal compliance role.
- Understanding of Generally Accepted Accounting Principles (GAAP). Knowledge of Statutory accounting principles.
- Must have advanced MS Excel skills related to Data Analytics, Finance and Budget Planning. MOS certifications preferred.
- Knowledge of procedural controls and data validation techniques required.
- Independent worker and analytical thinker with ability to conduct research, data analysis and resolve complex problems.
- Strong presence with the ability to interact with Senior Leadership. People Management, Dealing with Complexity, Developing Budgets, Requirements Analysis, Operations Research, Developing Process Standards, Legal Compliance, Technical Leadership, Quality Management, Financial Planning and Strategy
- Strong knowledge about rules and regulations pertaining to the industry of work. Excellent observation and analytical skills. Ability to keep in touch with new rules and regulations. Must have a high level of precision in work. Must maintain good interpersonal relationships with industries and government bodies
- Must be able to maintain positive working relationship with internal and external customers, outside agencies, vendors, contractors and general public.
- Ability to exercise sound judgement and diplomacy.

PHYSICAL DEMANDS

The work is light and requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required: balancing, crouching, fingering, grasping, handling, hearing, kneeling, lifting, pulling, pushing, reaching, repetitive motions, speaking, standing, talking, and walking.

WORK ENVIRONMENT

Work is performed where there are minimal hazards.