



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TTY/TDD 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

JOB ANNOUNCEMENT

POSITION: JUNIOR FINANCIAL ANALYST

CLASSIFICATION: Junior Financial Analyst (Finance Section)

NUMBER
OF VACANCIES: One

DESCRIPTION: This analyst performs treasury and debt analysis under the supervision of the Treasury Manager, and works in cooperation with other MTC and BATA supervisory/managerial staff. The job will include cash, debt and broad financial analysis including investment and debt reconciliations.

SALARY RANGE: Grade VI in the Salary Plan: \$59,943.52 to \$76,733.02(salary dependent upon qualifications).

MINIMUM

QUALIFICATIONS: Education: Completion of a bachelor's degree from a school listed in the Higher Education Directory, in an appropriate discipline, such as accounting, business administration, finance or related field. (Applicants with a degree issued from an institution outside the United States or from a school not listed in the Higher Education Directory must have their transcripts evaluated by an academic accrediting service and provide proof of equivalency along with the application.)

Experience: One year of professional recent verifiable experience in treasury, debt management, financial analysis or similar field. Preference will be given to candidates with three or more years of professional experience.

Knowledge of: Must have a basic understanding and ability to apply the various knowledge, skills and abilities listed below:

- Principles and practices of treasury, investment management, budgeting, fund accounting, and financial forecasting;
- Computerized financial reporting and transactions systems;
- Generally Accepted Accounting Principles (GAAP)
- Generally Accepted Auditing Standards (GAAS)

- Applicable federal, state and local laws, codes and regulations including MTC's policies and procedures;
- Mathematic principles;
- Methods and techniques for record keeping, report preparation and writing;
- Proper English, spelling and grammar;
- Office practices, methods and equipment, including a computer and applicable software.

Ability to: Perform the following:

- Examine and verify financial documents, reports and transactions;
- Prepare a variety of budget, financial and banking statements, reports and analyses;
- Gather, organize, analyze and interpret financial data;
- Investigate, analyze and evaluate investment opportunities;
- Prepare detailed and complex investment reports;
- Perform mathematical calculations quickly and accurately;
- Work independently;
- Keep accurate records;
- Follow written and oral directions;
- Interpret, explain and apply applicable laws, codes and regulations;
- Review and interpret legal documents;
- Use initiative, sound judgment and make decisions within established procedural guidelines;
- Observe safety principles and work in a safe manner;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships.

TYPICAL

ASSIGNMENTS:

Under the supervision and direction of the Treasury Manager, the Financial Analyst will perform the following duties:

- 1) Assist with management of cash and treasury activities for MTC's safekeeping, checking and trust accounts; perform financial analysis, make investments; perform accounting reconciliations and verify statements.
- 2) Assist with management of debt portfolio, including interest and fee payments, swap calculations and performing accounting reconciliations.

- 3) Assist with management of budget system, including budget input, ongoing budget adjustments, budget management and production.
- 4) Perform a variety of activities relating to the development of financial and statistical reporting, including accumulating, analyzing and tracking of investment transactions; prepare monthly cash flow projections and monthly investment report.
- 5) Evaluate market for investment opportunities; work with investors, brokers and bank personnel regarding investment activities.
- 6) Assist with reviewing and interpreting bond documents and maintain bond covenants.
- 7) Evaluate revenue and expense trends.
- 8) Assist with the calculations and distribution of interest earned.
- 9) Assist with the coordination of grant award, budget and receivable management programs.
- 10) Work with accounts payable and toll accounting on coordinating repetitive wires.
- 11) Assist with preparing accounting entries.
- 12) Assist with debt performance analysis and financial modeling.
- 13) Provide support to year-end close and audit as well as financial reporting process.
- 14) Prepare and deliver financial presentations.
- 15) Conduct and/or participate in financial and policy-related special projects and studies.
- 16) Install, troubleshoot and operate various financial on-line systems and local database systems; record all investments in tracking system.
- 17) Establish positive working relationships with those contacted during the course of work.
- 18) Perform related duties as required.

INSTRUCTIONS TO APPLICANTS:

Please submit an MTC application, and current resume, to Human Resources Office, Metropolitan Transportation Commission, 101 Eighth Street, Oakland, CA 94607 by **no later than 5:00 p.m., Tuesday, February 3, 2009.**

To receive an application form, contact MTC at the Job Hotline, (510) 817-5818, or email jobhotline@mtc.ca.gov. Leave your contact information and indicate which job announcement you are requesting. Announcements and applications may also be downloaded from MTC's website, at www.mtc.ca.gov. **Applications not submitted on MTC forms or are incomplete, and applications that are faxed, emailed, or are received past the closing date will not be given further consideration.**

EMPLOYEE SELECTION PROCESS:

This Job Announcement sets a cut-off date and time for the receipt of applications. Applications will be reviewed as promptly as possible following the cut-off date. Those candidates whose applications show the best combination of training, experience, knowledge, and ability relevant to the position will be invited for an interview.

Interviews will be conducted by a panel whose members are acquainted with the requirements of the position. At the conclusion of the interviews, the panel will rate the candidates. Second interviews of finalist candidates may be conducted. The Executive Director may offer the position to the best-qualified candidate.

After the position has been offered and accepted, all other applicants will be notified promptly of the filling of the position. As appropriate, the panel may recommend which of the candidates interviewed but not selected may constitute an "eligibility" list, which will remain in effect for six months. In the event the same or very similar position becomes available during that period, the list may be used for further selection.

In the event that a suitable candidate is not found, the position will be reopened for further recruitment.

INTRODUCTORY PERIOD:

The initial six months of service in this position constitute a probation period. The purpose of probation is to assist the employee in adapting to the new job, to evaluate the employee's performance relative to continuation in the position, and to provide for corrective measures when performance is deficient.

SALARY SCHEDULE:

MTC staff employees are paid on the basis of an adopted salary schedule. The cited grade for this position consists of a total of eleven steps with intervals of approximately 2½% available for merit progression.

THE FOLLOWING ARE AMONG THE BENEFITS OFFERED TO MTC EMPLOYEES:

- One day per month paid Vacation leave; for each year of service, an additional day per year is granted to a maximum of 25 days per year.
- One day per month paid Sick leave, with no limit to the amount of sick leave that can be accumulated. (May cash out up to 240 hours of accumulated sick leave upon separation from the Agency.)
- Eleven paid holidays per year.
- Personal Business leave; up to three days per year depending upon date of hire.

- Public Employees' Retirement System (PERS); employee contributes a portion of gross salary on a pre-tax basis.
- Health Benefits Insurance through the Public Employees' Retirement System (100% MTC-paid employee and dependent coverage, depending on health plan selected).
- Agency-paid Dental Insurance (dependent coverage shared by the employee and MTC).
- Agency-paid Vision Care Insurance, employees only (no dependent coverage).
- Agency-paid Life, AD&D, and Long Term Disability Insurance, and voluntary (employee-paid) Supplemental Life Insurance coverage.
- Monthly Transit/Parking subsidy.
- Alternative payroll savings plans (tax-deferred 457 Deferred Compensation plans, two credit unions).
- Voluntary employee contributions to IRS-approved Flexible Spending Account (FSA) for health care and Dependent Care Assistance Plan (DCAP).

-- ADVISORIES --

QUALIFICATION FOR EMPLOYMENT IN THE UNITED STATES:

The selected candidate will be required to provide verification of his/her identity and evidence of having legal authorization to work in the United States prior to beginning employment. The selected candidate must maintain his/her employment eligibility status and will be responsible for notifying MTC of any changes.

BACKGROUND CHECKS:

MTC conducts background checks to verify information included in the candidate's application, resume and supplemental materials.

CALIFORNIA DRIVER'S LICENSE:

A valid California Driver's License is required, as MTC employees may be expected to operate an automobile in the performance of assigned duties. Exceptions to this policy will be reviewed on a case-by-case basis to accommodate special needs.

MTC IS AN EEO/AA EMPLOYER:

The Metropolitan Transportation Commission is a non-discriminatory employer. MTC provides all employees and applicants with an equal opportunity in every aspect of the employment experience regardless of race, color, religion, sex, age, national origin, physical handicap, medical condition, or marital status. This policy is implemented through an ongoing affirmative action program to ensure maximum opportunity to participate in the Commission's programs.

The Metropolitan Transportation Commission is a regional transportation-planning agency created by the California State legislature pursuant to Government Code Sections 66500 et seq. to provide coordinated transportation development for the nine-county Bay Area.