



# City of Tempe

## TRANSPORTATION FINANCIAL ANALYST

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	359	<i>Department:</i>	Engineering & Transportation
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Accountant+
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

### REPORTING RELATIONSHIPS

Receives general direction from the Engineering & Transportation Director, Deputy or from other management staff.

Exercises functional and technical supervision over other professional and administrative support staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of administrative or program management experience in a public agency, of which three (3) years must have included financial analysis and control.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in finance, accounting, real estate, public administration, business administration, planning or degree related to the core functions of this position.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of complex and responsible professional financial analysis and program administration duties related to the Engineering & Transportation Department including and to functionally supervise other professional and administrative support staff.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform complex financial analysis, transactions and financial administration work related to the Transportation program involving economic models, financial projections, and tracking routines. Prepare, administer and control the Department's operating and capital improvement budgets.
- Develop and administer cost accounting procedures that relate expenditures to specific cost areas in Transit Operations (Admin, Bus & Light Rail Operations, Transit Store, Marketing, Bus Stop/Bikeway Maintenance, Transit Property, Transportation Systems & Planning & Project Review), Traffic Engineering, and the Transit capital improvement program.
- Supervise, administer and perform extensive research for special projects and programs utilizing federal grant funding (e.g. Federal Transit Administration Circulars, Single Audit requirements, Federal OMB guidelines & Governmental Accounting Standards & Principles.)
- Create comprehensive financial reports related to the Transportation project funds, O&M costs, federal grants, leasing revenues, service revenues and accounts receivable; analyze these reports and records to determine trends or irregularities; supervise and prepare monthly, quarterly, and annual reports.
- Supervise and prepare, administer and monitor the federal grants for the Transportation program including bus and light rail operations ; coordinate budgetary input from various departments throughout the City; prepare and pay federal grant reimbursement requests; record & maintain financial records related to land acquisitions and parcel changes; confer and coordinate with Financial Services and Bond counsel on Transportation bonding issues; apply for and administer new and existing grants; prepare specialized reports.
- Monitor and administer activities in the Transit Leased Properties account, including research of current lease rates, occupancy & vacancy status, operating and maintenance costs and property management oversight issues.
- Monitor and administer development and financial activities in the Bus and Light Rail; Operations Program; provide annual National Transit Database (NTD) report to the Federal Transit Administration; coordinate with the Regional Public Transportation Authority regarding bus service contract & payment issues.
- Make presentations and answer financial and program questions from the Transportation Commission, Accountability & Governance Committee, Valley Metro & RPTA Boards, external auditors, Federal Transit Administration and the general public; attend, facilitate and speak at conferences and workshops.
- Supervise, administer and perform special programs, issue permits and passes, monitor usage and compliance, generate and review invoices, compile statistical reports and maintain database for a variety of transportation related programs.
- Functionally supervise other professional and administrative support staff members in the area of their financial, contractual, and/or cash handling duties.
- Act as final point of contact for all purchasing activities within Transportation; approve and monitor all requisitions for payments and purchases in the Department.
- Administer contracts related to the bus operations and light rail and other projects as needed.
- Prepare the Department's short and long-term financial planning goals; recommend and implement goals and objectives for special programs, projects and systems; establish schedules and methods for program operations; supervise the implementation of policies and procedures.
- Perform related duties as assigned.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective March 2005 (Reclass of Transit Finance Spec)*  
*Revised July 2007(update job duties, received direction from)*  
*Revised January 2017 (add physical/mental activities)*  
*Revised March 2019 (PW Reorg – moved to Engineering & Transp. Dept.)*  
*Revised December 2019 (move to new market group)*  
*Revised July 2020 (update min quals, essential job functions, and job duties)*