

Senior Financial Analyst

Port Authority is seeking a Senior Financial Analyst to primarily be responsible for generation of monthly and quarterly financial reports. PeopleSoft//Oracle FMIS system troubleshooting and performance of non-technical system corrections. Acts as liaison/coordinator to Information Technology department for all PeopleSoft FMIS issues identification, resolution, system refinements and corrections. Provides functional support and training to Finance Division end users. Responsible for establishing and maintaining the maintenance and operator budgets as well as the headcount reconciliation for maintenance, operators, and salary positions.

Essential Functions:

- Participates with the development of the operating budgets for non-salary/wage items between Finance and all division/department heads. Provides preparation, analysis, reporting and monitoring support; makes recommendations and assists in policy and procedure implementation.
- Co-lead in the completion of monthly & quarterly Operating budget projections and division overtime. This includes budget vs. actual variance report review with department leads and senior staff.
- Co-leads with the Transaction and Administration Administrator. Verify correct transaction routing within the PeopleSoft Approval framework & assist the PeopleSoft Security Administrator to identify and troubleshoot Workflow related issues.

Job requirements include:

- BA/BS Degree in Accounting, Finance, Business Administration, or directly related field from an accredited school and a minimum of three (3) years experience in Accounting, Finance, Budgeting or directly related field. Directly related experience may be substituted for education on a year-for-year basis.
or
- Master's Degree in Accounting, Finance, Business Administration or directly related field from an accredited school and a minimum of one (1) year experience in Accounting, Finance, Budgeting or directly related field.
- Demonstrated ability in the use of Windows, Microsoft Excel, Access and Outlook.
- Effective and professional communication skills.
- Ability to prioritize multiple work objectives and schedules.

Preferred attributes:

- Proficient in the use of PeopleSoft/Oracle FMIS nVision Reporting, General Ledger and Query.



We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (with salary requirements) and resume to:

Robyn Taylor
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EOE