

Senior Budget and Project Analyst

Pittsburgh Regional Transit is seeking a Senior Budget and Project Analyst to be responsible for managing and implementing the Engineering Department's capital and operating budget development and project controls activities. Oversees preparation, analysis and monitoring of capital and operating budgets and programs. Leads the process relative to developing annual operating budget and monthly monitoring/ variance reporting. Develop and perform complex management analyses. Compile monthly financial records and spending data, prepare spending forecast models and establish/ maintain business processes to enhance project control efficiencies. Mentors the Budget/ Project Controls Analyst and provides training on new or unfamiliar departmental budget and/ or project controls processes.

Essential Functions:

- Leads the effort to compile monthly financial records and spending data into the Engineering Department's Capital Project Cashflow Forecast and Spending Dashboard. Prepares and periodically updates spending forecast models and establish/ maintain business processes to enhance project control efficiencies. Provides responsible preparation, analysis, reporting and monitoring support; makes recommendations and assists in policy and procedure implementation.
- Serves as the Engineering Department's lead in efforts to establish and maintain business processes for electronic invoice and work order routing. Leads the review and processing of invoices including: consultant support services, construction contracts, to ensure costs are accurately reported and properly distributed to assigned funding agreements. Performs analysis and control functions in support of various capital projects. Updates and maintains project schedules, milestones, budgetary information and project files.
- Leads the development of management analyses for performance indicators, manpower planning, facilities, reimbursement reporting, budget, and policy or procedure modifications. Develops updates and distributes various reports for the Division including the operating budget monthly and year-to-date variances, KPI and, the Project Status Reports.

Job requirements include:

- BA/BS Degree in Business Accounting, Finance, Business Administration or directly related field from an accredited school. Directly related experience may be substituted for the education on a year-for-year basis.
- Minimum of seven (7) years of experience in accounting, budget administration, finance, and/or statistical business analysis with at least (4) years of experience in capital project controls.
- Strong computer and statistical analysis skills.
- Ability to work independently.
- Demonstrated ability in the use of Windows, Microsoft Word, and Excel.
- Effective and professional communication skills.



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

Danielle Jacobson
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EOE