

## Budget and Project Controls Analyst

Pittsburgh Regional Transit is seeking a Budget and Project Controls Analyst to coordinate preparation, analysis and monitoring of capital and operating budgets and programs for Port Authority of Allegheny County d/b/a Pittsburgh Regional Transit (PRT). Provides support and assistance with regard to development of capital and operating budget variance reporting. Develops and performs complex management analyses. Provides responsible preparation, analysis, reporting and monitoring support. Makes recommendations and assists in policy and procedure implementation.

### Essential Functions:

- Coordinates development of the capital and operating budgets between Engineering & Technical Support and Finance. Assist Operations Divisions/Departments in the development of capital budgets and coordinates with finance on funding needs. Provides responsible preparation, analysis, reporting and monitoring support; makes recommendations and assists in policy and procedure implementation.
- Assists in the development of the PRT's capital forecasts, departmental and/or division goals and objectives; conducts special projects and programs, as assigned.
- Provides assistance to Operations Division project managers and staff in the preparation of capital requests. Prepares and monitors AFEs for projects with the assistance of the project manager.

### Job requirements include:

- High school diploma or GED.
- Bachelor's degree in business accounting, finance, business administration or related field from an accredited college or university. Related experience may be substituted for education on a year-for-year basis.
- Minimum of three (3) years' experience in accounting, budget administration, finance, and/or statistical business analysis. No certifications or licenses required.
- 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:

Stacey Tunie  
Employment Department  
345 Sixth Avenue, 3<sup>rd</sup> Floor  
Pittsburgh, PA 15222-2527  
[STunie@RidePRT.org](mailto:STunie@RidePRT.org)  
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