



Class Title: **SENIOR FINANCIAL/POLICY ANALYST**
FLSA: Non-Exempt
Salary Range
Last Amended: 06/18/2014

DEFINITION

Under general direction, performs a full range of complex fiscal activities involving budget, accounting, finance, programming and grant activities for the Napa County Transportation and Planning Agency (NCTPA) and the Napa Valley Transportation Authority (NVTA), including, cash management, payroll, and budget administration; prepares financial statements and reports; prepares revenue projections and cost estimates; prepares fiscal cost/benefit analyses; responsible for programming of federal, state and regional transportation funds and securing funds for NCTPA capital projects and operation functions; conducts complex analyses; and performs other related duties.

The NCTPA is a joint powers organization consisting of County of Napa, the cities of American Canyon, Napa, St. Helena, Calistoga, and the Town of Yountville and serves as the congestion management agency and public transit provider jointly engaged in the coordination of transportation planning, programs and systems.

CLASS CHARACTERISTICS

Under general direction, the Financial/Policy Analyst performs complex fiscal activities of the NCTPA and has responsibility for seeking, developing, applying for, and securing transportation funding resources; for preparing and submitting grant applications; for administering various grant funds; and for ensuring agency compliance with applicable funding requirements. The incumbent assists in the development of programming priorities and funding recommendations. The work is both complex and specialized and involves implementing procedures, policies and regulations involving budget, accounting, finance, and management of applicable laws. The incumbent must be able to multi-task, meet deadlines and work independently and as part of a team, even under stressful situations.

SUPERVISION RECEIVED AND EXERCISED

General direction is received from the Program Manager-Finance.

The incumbent may directly or indirectly supervise subordinate supervisory, professional, technical, or clerical employees.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

1. Performs research and analysis leading to the development of new and improved fiscal strategies.

2. Performs complex strategic analyses and financial projections in order to develop long term financial plans, consistent with the agency's vision and strategic direction; develops well-defined asset replacement projections and ensures an appropriate connection between service planning and annual budgeting.
3. Analyzes past and projected revenues and expenditures; prepares and justifies operational budgets and budgetary proposals; monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
4. Prepares the agency's annual budget; allocates resources to accounts and sub-accounts; continually tracks budget status and maintains current budgetary records; monitors revenues and expenditures; and analyzes budget-to-actual variances.
5. Prepares and presents finance-related agenda reports, analyses and recommendations to the Executive Director and Board of Directors; researches issues as requested.
6. Forecasts transportation project costs and revenues; identifies, secures, and reports on available project and capital funding; performs complex strategic analyses and projections in order to develop short and long term funding plans that are consistent with the agency's vision and strategic direction; develops well-defined asset replacement projections and ensures an appropriate connection between service planning and project budgeting.
7. Develops grants, contracts, memorandums, and correspondence prepared by the agency; ensures grant compliance.
8. Assists with developing strategic plans, goals and objectives related to NCTPA and NVTA funding growth and development; performs research and analysis leading to the development of new and improved funding strategies.
9. Implements various funding policies, systems and procedures to meet the goals, objectives, policies, and priorities of the agency; develops and maintains a system for tracking the regional programs and projects; ensures that all reporting requirements are met.
10. Prepares financial information for the education of policy makers, staff and general public; interprets and explains the objectives, policies and procedures pertaining to resource planning and development to community organizations, governmental agencies, staff, and the public.
11. Represents the NCTPA and its member agencies on various matters and issues as assigned; serves as a liaison to various county and city staff as well as state and federal agencies; represents the NCTPA Board and Executive Director at federal, state, regional (e.g., MTC, ABAG, or BAAQMD), and local meetings and functions as assigned.
12. Reviews assigned programs and methods and recommends changes as needed; implements policies and procedures, internal controls, and various systems to improve operational efficiency and effectiveness, and ensure organizational compliance with applicable policies, procedures, laws, and regulations.

13. Performs special studies and projects.
14. Develops funding plans and strategies for capital projects and operations,
15. Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education: Equivalent to a bachelor's degree from an accredited four year college or university with major coursework in finance, accounting, or a closely related field.

Experience: Experience as professional financial analyst demonstrating knowledge and abilities listed below. Preferably two years of financial analyst experience in a public agency setting. Experience working with a policy board is desired.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles and practices of public finance, fiscal management, including accounting, budget preparation, program analysis, and revenue forecasting.
- Federal and State laws, regulations, and requirements pertaining to transportation grants programs and audit;
- The roles played by Caltrans, the California Transportation Commission, the Federal Transit Administration and the Federal Highway Administration in transportation and transit planning and programming.
- State and Federal transit planning principles, processes, procedures, and regulations, including legislative and transit funding processes;
- Interdisciplinary practices and trends affecting transportation and urban planning & analysis;
- Community interrelationships;
- Financial reporting.
- Economic analysis; statistical and research methods.
- Cash flow management.
- Internal controls appropriate for a public agency setting.
- Documentation management.
- Transportation funding processes and procedures.
- Applicable federal, state and local laws and regulations pertaining to the financial operations of a public agency.

- Computerized accounting and electronic data processing procedures, methods, and equipment.
- Methods and techniques used for project management.
- General office procedures and administration; contracts administration and procurement.

Ability to:

- Analyze and interpret financial statements and accounting records and reports.
- Analyze and prepare budgets and schedules.
- Prepare clear, concise and accurate accounting and auditing reports, financial statements, and financial summaries; review complex and specialized accounting information and reports.
- Develop and maintain accounting and control procedures.
- Analyze and perform financial studies.
- Develop, evaluate, and monitor budgets, and allocate and balance resources using staff and consulting services;
- Successfully manage multiple complex projects with aggressive schedules within various functional areas;
- Effectively represent NCTPA before the Board of Directors, city councils, and other Federal, State, local, and regional agencies, boards, and commissions and before local citizens in public meetings and hearings;
- Interpret and apply laws, rules, regulations, and labor contract provisions;
- Communicate effectively both orally and in writing.
- Prepare and present clear and concise correspondence, reports, and recommendations.
- Establish and maintain cooperative working relationships with staff, other departments and agencies, the private sector, and the public.
- Operate a personal computer with word processing, spreadsheet, and database programs.

PHYSICAL DEMANDS

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects; operate keyboards, tools, or controls; and make condition assessments. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to lift 20 pounds, and handle office equipment.

REQUIRED LICENSES OR CERTIFICATES:

Possession of a valid California driver's license is required.