

**RHODE ISLAND PUBLIC TRANSIT AUTHORITY
POSITION DESCRIPTION**

Job Title: Executive Director of Financial Planning and Analysis **Date:** 03/01/2023

Department: Finance

Supersedes:

Reports to: Chief Financial Officer

Summary of Work:

This is a non-represented position in the Finance Department responsible for the Authority's financial planning and analysis operations. This includes oversight and preparation of the capital and operating budgets, multi-year forecasts, monthly reporting, and miscellaneous analyses throughout the year. This position will also be responsible for oversight of data analysts for preparation of National Transit Database reporting, and other entities as needed.

Essential Duties and Responsibilities:

- Manage the development of the annual financial plan;
- Oversee the preparation of all financial and operational data reports;
- Perform analysis on the financial condition of the Authority, monitor trends, and maintain projections on relevant indicators;
- Assist the Chief Financial Officer on the development of financial strategies and the communication of those strategies to relevant stakeholders;
- Work with the Chief Financial Officer to modernize financial systems and ensure they are optimized for the Authority's needs;
- Oversee the development and update of the State Transportation Improvement Plan to ensure sources and uses accurately reflect current financial plans;
- Assists in the oversight of federal grants management;
- Perform other duties as assigned.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Basic Knowledge:

- Must possess excellent analytical skills, be highly organized and possess the ability to pay close attention to detail;
- Excellent communication skills, both verbal and written, are a necessity;

- Good interpersonal skills including the ability to remain flexible when encountering tight time schedules and to effectively interact with internal and external contacts;
- Demonstrated problem solving, analytical and investigative skills, including the ability to research, analyze, reconcile, and project financial data, and to make logical decisions using sound, independent judgment and common sense.

Education:

- Must be a graduate of an accredited college or university with a bachelor's degree in finance, or similar field.

Experience:

- Directly relevant experience including prior role in financial analysis of either a government, public or private entity;
- Must be able to demonstrate flexibility as well as the ability to work as part of a team. Advanced Proficiency required with Microsoft Excel and a good working knowledge of other Microsoft office products;
- Must have strong working knowledge of automated financial reporting systems.

OR: any combination of education and experience that shall be substantially equivalent to the above education and experience.

Independent Action:

- Ability to independently plan, organize, prioritize and manage multiple projects and priorities with accuracy and close attention to detail;
- Demonstrated ability to work independently with minimal supervision, follow directions well and follow through with assignments until completed;
- Performs within prescribed guidelines in accordance with departmental policies/practices. Refers more complex situations to other appropriate individuals.

Supervisory Responsibility:

Financial Analysts

Operational Data Analysts