

August 15, 2022

**TITLE:** Manager, Financial Planning & Analysis  
**EMPLOYMENT TYPE:** Exempt (Full Time)  
**DIVISION:** Finance  
**PAY RANGE:** \$2,342.15 - \$3,513.23 weekly (\$121,792 - \$182,688 estimated annual)  
**APPLICATION DEADLINE:** **Continuous Recruitment (Open until filled - 1<sup>st</sup> cut off September 2, 2022)**  
**WORK LOCATION:** San Carlos, CA  
**WORK SCHEDULE:** Hybrid Work Schedule

**GENERAL DESCRIPTION:**

The Manager, Financial Planning and Analysis, will report to the Director, Financial Planning and Analysis, and is responsible for the preparation, maintenance, and reporting of financial forecast models including projections of revenues, expenses, and change in net assets for the three agencies: San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Manage the development of forecasting models to provide short-term and long-term financial projections in support of operating and capital programs.
- Analyze current, short-term, and future funding needs for the Capital Improvement Program (CIP) for all three agencies.
- Develop financing mechanisms for all three agencies (e.g. issuing bonds, public and/or private partnerships, bridge financing) for investments and debt issuance in support of the CIP.
- Compile financial forecasting models for the District's operating and capital programs.
- Develop revenue and ridership forecasts for SamTrans and Caltrain based on economic analyses.
- Identify local, state, and federal economic drivers and trends.
- Supervise staff. Hire, mentor and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

**EXAMPLES OF DUTIES:**

- Incorporate economic drivers and trends into financial models to determine short-term and long-term implications and strategies.
- Develop internal and external reporting requirements for all stakeholders in support of financial forecasting models.
- Utilize forecasting models to recommend short-term and long-term financial decisions and strategies.
- Recommend policies, procedures, and plans to develop cost-efficient options for funding sources and debt issuances.
- Monitor and evaluate financial resources to support funding agreements and requests from internal and external stakeholders. Develop reports and presentation materials for internal and external stakeholders.
- Develop standard operating procedures (SOPs).
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.

- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Works under the direction of the Director, Financial Planning and Analysis who establishes goals and objectives, monitors and evaluates performance.

**MINIMUM QUALIFICATIONS:**

Sufficient education, training and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- Bachelor's degree in Accounting, Finance, Economics or closely related field.
- Five (5) years of full-time experience in financial management, economic forecasting, revenue forecasting, budget, financial analysis or related field.
- Three (3) years of experience managing or directly supervising staff.

**PREFERRED QUALIFICATIONS:**

- Must be proficient in preparing financial forecasting models.
- Must be proficient in Microsoft Word and Excel.
- Working knowledge of an Enterprise Resource Program (ERP) (e.g. PeopleSoft) or other database or financial enterprise systems is desired.
- Must possess effective oral and written communication skills.

**SELECTION PROCESS MAY INCLUDE:**

The selection process may consist of an evaluation of the applicant's qualifications, panel interview, and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

**BENEFITS:**

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

Holidays : Seven paid holidays, plus up to four floating holidays per year

Paid Time Off : Up to 26 days (PTO) per year

Cafeteria Plans : Medical, dental, vision care, group life insurance and more

Transportation : Free Bus Transportation for employees and qualified dependents

Pension : Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

**HOW TO APPLY:**

- To apply, please visit the [www.samtrans.com/about-samtrans/jobs](http://www.samtrans.com/about-samtrans/jobs). This is a continuous recruitment until filled with first cut-off date of September 2, 2022. Complete an online employment application. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to [hr@samtrans.com](mailto:hr@samtrans.com).
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.