

# JOB OPENING ANNOUNCEMENT

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Employment Hotline 650-508-6308

**February 23, 2024**

**TITLE:** Senior Financial Analyst  
**EMPLOYMENT TYPE:** Exempt (Full-Time)  
**DIVISION:** Finance / Treasury  
**APPLICATION DEADLINE:** **Sunday, April 14, 2024 (1<sup>st</sup> cutoff Sunday, March 17, 2024)**  
**PAY RANGE:** \$1,913.67 - \$2,870.51 weekly (\$99,511.00- \$ 149,267.00  
estimated annual)  
**WORK LOCATION:** San Carlos, CA

**JOB SUMMARY:** The Senior Financial Analyst performs complex budget, administrative, and financial analysis for the Finance Treasury and Administration Division along with design, implementing, and analyzing management reports. This position is also responsible for undertaking assignments and projects as required.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Performs complex analysis (alone and in teams), using historical and projected financial information to assist in maintaining adequate funding levels for both Capital and Operational needs within the constraint of varying revenue scenarios to arrive at optimum cost of capital for the organization. Evaluate options and alternatives using above analysis to provide recommendations.
- Work with Manager, Debt and Investments and portfolio managers to place cash where needed to maintain safety, liquidity, and adequate yield as it pertains to risk, and in the context of changing capital needs.
- Develop and/or assist in the creation or improvement of various financial and forecasting models. Performs scenario analysis given various financial and operational inputs. Prepares financial forecasts. Research historical data and prepares written Staff reports and PowerPoint presentation.
- Track and confirm accumulation of funds for semi-annual payments on all debt. Work in ensuring that arbitrage and all annual state and federal reporting requirements are maintained for all debt.
- Work with Manager of Debt and Investments In forming teams to issue debt as needed, Teams to include Municipal Advisors, Legal Counsel (issuance and disclosure), Underwriters, and will involve requests for quotes from various firms.
- Assist consultants and management in developing models to analyze fuel hedging strategies, various debt issuance scenarios, and interest earnings projections and execute the day-to-day functions the debt/investment programs following current policies and procedures under the guidance and direction of both the Director of Treasury and /or the Manager of Debt and Investment.
- Work in reviewing monthly board reports for possible errors, tracking changing legislative environment (with assistance of portfolio managers and consultants to identify timing of needed updates.

- Assist in preparation of debt and investment portions of the San Mateo County Transit District, (SamTrans), Peninsula Corridor Joint Powers Board (JPB) and the San Mateo County Transportation Authority (TA) annual operating budgets and financial statements.

**EXAMPLES OF DUTIES:**

- Interacts with staff at all organization levels, representatives from organizations and groups, and the public to provide or receive necessary information for a range of activities.
- Provides financial analysis and support on special projects and other assignments as required. Special projects underway and currently ongoing include integrating automation wherever possible to avoid unnecessary manual entries of activities wherever possible. Projects to include integration of dashboard reporting using data in PeopleSoft, possibly using Tableau or other source. Other projects to be determined.
- 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 general supervision of the Manager, Debt and Investments, who establishes goals and objectives, monitors and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient experience, training and/or education to demonstrate the knowledge and ability to successfully perform the essential functions of the position. In lieu of a degree, work-related experience that demonstrates the skills and experience necessary to perform this role will be accepted. Development of the required knowledge and abilities is typically obtained through but not limited to:

- A bachelor's degree in business administration, Economics, or closely related field plus the following:
- At least three (3) years full-time increasingly responsible experience in portfolio management (fixed income preferred), trading securities (or currency), and/or Municipal Debt Management.
- Three years of experience to include forecasting or modeling and financial analysis.

**PREFERRED QUALIFICATIONS:**

- The ability to accurately analyze and evaluate data and draw conclusions.
- Experience with computerized accounting systems (PeopleSoft preferred)
- Proficiency in Clearwater and Bloomberg (or comparable systems).
- Familiar with Requests for Proposals/Qualifications processes.
- Proficient in the use of Microsoft Office Suite of applications including Word, Excel, and PowerPoint.
- Able to prioritize work to affect an orderly flow of accurate information within the Finance and Administration Division and to other Divisions and Offices of the District.
- Strong written and verbal communication skills.

**SELECTION PROCESS MAY INCLUDE:** The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

## **CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

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

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Paid Time Off:	Up to 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Work Location:	Select positions are eligible to work remote up to 50% of the time
Pension: (CalPERS)	Social Security and California Public Employees Retirement Systems

- 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 <https://www.samtrans.com/jobs>. Complete an online employment application by **11:59 p.m. on Sunday, March 17, 2024, for first cutoff and April 14, 2024 for final cutoff**. 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 [recruitment@samtrans.com](mailto:recruitment@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.