



**SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:**

Senior Manager, Budget

SALARY:	\$107,280.00 - \$150,228.00 Annually
DEPARTMENT:	Office of Management & Budget
OPENING DATE:	08/10/22
CLOSING DATE:	Continuous
RECRUITMENT TYPE:	Internal/External
DESCRIPTION:	

THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.

The purpose of this position is to oversee the District's annual operating process, monitor and report monthly on District's financial performance, conduct extensive financial analysis on strategic initiatives, develop long term financial forecast models and fiscal sustainability strategies as well as supervise personnel. This is accomplished by planning and implementing the annual budget preparation process, performing analyses and forecasts, addressing District policy and procedure issues applicable to budget preparation, meeting with executive staff to review budgetary requests, maintaining the budget system database, presenting budget information, compiling all budgetary information into a report, preparing and writing staff reports and financial reports, interacting with external agencies, and directing and supervising the work of the Budget Department.

EXAMPLES OF DUTIES:

- Manages and oversees District budget by planning and implementing the annual budget preparation process.
- Plans, organizes, and directs Budget unit activities including the annual operating budget and long-range forecasting.
- Interprets state and federal regulatory requirements, informs Finance department heads and Executive staff of changes and possible non-compliance areas, and recommends and implements procedural and policy changes to ensure compliance.
- Addresses District Policy and procedure issues applicable to budget preparation
- Coordinates unit activities with those of other Finance department units, other District departments, and outside agencies and organizations.
- Meets with departmental executives.

- Uses and maintains the budget system database.
- Provides data and input for short-range and long-range financial planning models.
- Represents the Finance department, and the District in a variety of inter-agency, governmental, and public forums.
- Prepares and presents staff reports and other necessary correspondence.
- Monitors and reports District's financial and operational performance by directing staff in a monthly preparation of statistical reports, editing and reviewing draft reports.
- Works with Analysts to identify and research variances and tracking all budget transfers for reporting to management and Board.
- Communicates responses or requests by e-mail, phone, or formal letter.
- Participates in recruitment, coaching and training.
- Coordinates staff training and implements progressive discipline as needed.
- Attends meetings with other departments or divisions.
- Provides financial forecasting and economic analysis to District departments and Executive staff, including feasibility studies and cost analysis.
- Evaluates budgeting procedures in order to develop and implement new processes and technologies to support the Budget unit's operational tasks.
- Attends meetings with federal, state, and local external agencies.
- Assists with confidential Union negotiations.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalencies of education and experience.

Education: Bachelor's Degree or equivalent in Accounting, Finance, Business Administration, Public Administration, or a closely related field.

Experience: A minimum of five (5) years of experience in public sector accounting, budget, or finance, including two (2) years of supervisory experience.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and

copies of the complete job description are available at our website at www.sacrt.com.

A completed employment application and proof of education, as outlined above, must be submitted online. This position will remain open until filled. Applications are reviewed as received, and interviews will be scheduled for most qualified candidates. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans.

This position falls under Management and Confidential Employee Group (MCEG).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sacrt.com/Career/>

Position #TBD
SENIOR MANAGER, BUDGET
CW

2810 O Street
Sacramento, CA 95816
(916) 556-0298

Senior Manager, Budget Supplemental Questionnaire

- * 1. Describe, in detail, your experience in the following areas. In your response, include the employer and number of years/months you performed the duties. • Accounting • Budgeting • Public Agency Finance

 - * 2. Describe, in detail, your experience in the following areas. In your response, include the employer and number of years/months you performed the duties. • Financial analysis on strategic initiatives • Developing long term financial forecast models • Developing fiscal sustainability strategies

 - * 3. Describe your experience supervising and directing staff, including details of the oversight you provided. In your response, include the employer, number of years/months you performed the duties, the number of staff supervised and their titles and areas of responsibility.
- * Required Question