



Golden Gate Bridge, Highway and Transportation District Capital & Grant Programs Analyst

SALARY	\$62.87 - \$75.92 Hourly \$130,769.60 - \$157,913.60 Annually	LOCATION	Toll Plaza, Presidio Station, San Francisco, CA
JOB TYPE	Regular, Full-Time	JOB NUMBER	PS101991
DIVISION	District Division	DEPARTMENT	Capital & Grant Programs
OPENING DATE	05/19/2026	CLOSING DATE	6/12/2026 11:59 PM Pacific
OPENING(S)	1	SELECTION PROCESS	THE SELECTION PROCESS FOR THIS POSITION may include: Skills Test; Oral Panel Interview; Department interview for final candidates; Background, Employment and Security Investigation (post offer of employment). The District will invite ONLY those candidates whose qualifications MOST CLOSELY MATCH the position requirements to continue in the selection process. The District is a drug free workplace.

Position Summary

Under general direction of the Director of Budget & Financial Analysis, performs complex financial, analytical, and administrative work supporting the District's capital grant and accounting programs. Responsibilities include capital planning and budgeting, grant administration, financial reporting, and compliance. This role ensures accurate accounting, strong internal controls, and effective coordination of audits and regulatory reporting to support delivery of the District's capital program.

Applicants must apply online and submit the following documents at the time of application:

1. GGBHTD Online Employment Application
2. Resume (Scan and attach as PDF to your online application)
3. Applicants who do not possess a Bachelor's degree should attach a written statement supporting additional qualifying experience (Scan and attach as PDF to your online application)

Essential Responsibilities

- Develops and manages the preparation of the District's annual capital budget, including project solicitation, review, and analysis of costs, schedules, and funding sources
- Performs complex financial analyses, account reconciliations, and journal entries across multiple accounting areas, including capital assets and grants
- Manages federal and state grant billing and reporting, including FFR preparation and restricted funding reconciliations
- Maintains the District's long-range capital and fixed asset plans, including project budgets, cash flow projections, and depreciation schedules
- Monitors revenue recognition processes and strengthens internal controls
- Supports full lifecycle grant administration, including funding strategy, applications, reporting, and fund tracking
- Prepares and coordinates regulatory reports with regional, state, and federal agencies, including the Metropolitan Transportation Commission (MTC) Regional Transportation Plan (RTP), Regional Transit Capital Inventory (RTCI), Program of Projects (POP), Transportation Improvement Program (TIP), Transit Asset Management (TAM), National Transit Database (NTD), Federal Highway Administration (FHWA), State Controller's Office (SCO), and Indirect Cost Rate Plan (ICRP)
- Supports internal and external audits, including financial statement audits, Single Audits, and federal compliance reviews
- Develops financial forecasts, cost projections, and variance analyses for capital programs
- Evaluates and enhances internal control procedures related to capital grants and accounting
- Represents the District with external stakeholders, as needed
- Establishes and maintains effective working relationships with District employees, customers, vendors, and others contacted in the course of work while demonstrating excellent customer service principles
- Performs additional related duties as assigned
- Maintains regular and reliable attendance and performance

Minimum Qualifications

Education and/or Experience:

- Bachelor's degree in Business Administration, Finance, Accounting or related field. Additional qualifying experience may be substituted on a year-for-year basis in lieu of a degree. A written statement detailing additional qualifying experience must be submitted at the time of application.
- Minimum four years of recent progressive and verifiable professional experience in financial and accounting principles, preferably in a public transportation or public sector agency

Physical Requirements:

- Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computers, telephones and other office equipment.

Required Knowledge, Skills and Abilities

Working knowledge of:

- GAAP, GASB pronouncements, Uniform Guidance, and Government Auditing Standards (GAS).
- Public sector accounting principles, financial systems, and business cycle integration.
- Grant accounting, reporting, and compliance requirements.
- Transit agency regulatory reporting and audit processes.

Ability to:

- Analyze, interpret, and apply accounting standards, legislative updates, and contract provisions.
- Prepare complex financial reports, schedules, and data visualizations for management.
- Communicate effectively, both verbally and in writing, with all levels of staff and external agencies.
- Lead and contribute to collaborative teams while managing projects independently.
- Manage multiple priorities, meet tight deadlines, and apply a proactive, hands-on approach.
- Build strong professional relationships within the District and with funding agencies

Employer

Golden Gate Bridge, Highway and Transportation District

Address

Administration Building, 1011 Andersen Drive

San Rafael, California, 94901

Phone

415.257.4525

415.257.4535

Website

<https://www.goldengate.org/district/careers/>

Capital & Grant Programs Analyst Supplemental Questionnaire

***QUESTION 1**

Describe your experience in financial and accounting principles, preferably in a public transportation or public sector agency.

***QUESTION 2**

Describe your experience using the software programs listed below. For each program, indicate your proficiency level (Basic, Intermediate, or Advanced) and provide specific examples of how you used the program in a professional setting, including projects, reports, analyses, or other work products you developed or supported. * Microsoft Word * Microsoft Excel * Microsoft Teams * Accounting, ERP, or other proprietary systems (please specify system names)

* Required Question