CAPITAL DISTRICT TRANSPORTATION AUTHORITY

JOB DESCRIPTION

Position Title:	Data Analyst	**Exempt:**	**X**
Department:	Finance Department	**Nonexempt:**	
Reports to *(title)***:**	Budget Analyst		
Date Written:	4/1/2019	**Grade**	**615**
Location:	Albany	**Part-time:**	
		Full-time:	**X**

General Purpose of Job/Job Summary.

Oversee and maintain the integrity of the Authority's capital budget by monitoring expenses in accordance with project managers and senior staff.

Essential Functions:

- Utilize enterprise systems to conduct research on various operational scenarios
- Generate monthly budget performance report
- Generate monthly capital projects expenditure report
- Allocate and post capital project expenses to appropriate funding sources.
- Distribute capital project financial information to project managers, resolve issues
- Assist with fixed asset determinations
- Assist in preparation of Five-Year Capital Plan.
- Complete quarterly (FFR's) Federal Financial Reports, and State PIN billings.
- Produce annual PARIS Procurement Report & NYS Economic Development Report.
- Assist in the preparation of required government reports and various audits.

Supervisory Responsibilities:

Does this position include any supervisory responsibilities? ____ Yes X No

If yes, list the number of total people and the titles of the positions this individual is responsible for:

No direct reports but may occasionally supervise the treasury department to cover vacations.

Knowledge, Skills, and Abilities *(include any technical skills required for this position)***:**

- Knowledge of organizational planning and budgeting processes
- Advanced knowledge of Microsoft Office products including Excel, Word and Outlook
- Strong communication skills to transfer findings to project leaders
- Expert analytical skills. Ability to generate reports from research findings

Education and Prior Work Experience *(determine the level of education and experience needed to successfully accomplish the essential functions of the job; i.e., certification, license, degree, management, etc.)***:**

- Bachelor's Degree in Accounting or Business Administration.
- Grant Experience preferred.
- Three to Five years professional experience.

Physical Demands *(refers to things; i.e., lifting, long hours, traveling, etc.)***:**

- Long periods of sitting and computer use

Work Environment *(time flexibility, noise, heat, outside work, etc.)***:**

- Normal office setting

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities

- This job description in no way implies that these are the only duties to be performed by the employee occupying this position. Furthermore, the company reserves the right to add or to revise an employee's job duties at any time at its sole discretion.

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Prepared by:	**Philip Parella, Jr.**
Title:	**Director of Finance**
Date Completed:	**April 1, 2019**
Direct Supervisor Approval:	
Department Head Approval:	
Human Resources Review:	