

## JOB DESCRIPTION

**Job Title:** Budget Analyst I

**FLSA Status:** Exempt

**Salary Grade:** 6

### PURPOSE OF POSITION

The Budget Analyst will perform financial, operational and budgetary analysis in support of SCRRRA's financial planning and analysis activities.

### DISTINGUISHING CHARACTERISTICS

This is the entry level in the Budget Analyst series. At this level, assignments are generally limited in scope and performed within a procedural framework established by higher-level employees.

### SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from departmental management/supervisory level roles
- No formal supervisory responsibilities

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.*

- Assist in the design of reporting processes to enhance the analysis and correction of budget problems;
- Interact with Cost Centers regarding the "Budget transfer" process; verify funds availability for transfer expenditure changes between accounts and calculate impact to member agencies.
- Track and monitor all amendments to the approved annual operating and capital budgets.
- Provide support for the monthly and year-end close of the general ledger.
- Work collaboratively with department staff in the analysis of departmental revenue, expenses, and other financials.
- Assist in maintaining the cost accounting system within the Financial Information System, Oracle.
- Assist with the preparation and analysis of the annual operating budget, revenue, and expenses.
- Assist in the annual cost setting process and year-end reconciliation of operating expenditures.
- Assist in the conversion of the budget process to a more efficient and automated environment.
- Provide support to Cost Centers with current financial information and any questions regarding budgets.
- Review budgets to monthly, quarterly, and annual actual reports to monitor expenditure.
- Collect and analyze data, record results, and make recommendations for cost savings.
- Create and maintain documentation files to support operating budget information for ease of retrieval and historical analysis.
- Provide timely explanation and analytics of variances between actual results and forecasts/budgets.
- Assist in the production of quarterly performance measurement reports to the appropriate Board Committee and the Board of Directors.
- Assist in the development of reports for internal agency management for publication.



- Work with department staff to coordinate various ongoing and annual special projects including but not limited to comprehensive Annual Financial Report (CAFR), Indirect Cost Allocation Plan, and internal and external audits.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

### MINIMUM QUALIFICATIONS

- Bachelor’s degree in Business Administration, Accounting, Finance, Computer Science, or a related field.
- A minimum of four years’ experience in accounting, finance, business intelligence, and/or budget. Along with experience performing complex financial analysis of operational and capital expenditures.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities, may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

### Preferred Qualifications

None

### Knowledge, Skills, and Abilities

#### Knowledge of:

- Accounting principles and procedures related to cost accounting, budgeting, and forecasting
- Principles and practices of public administration
- Principles and practices of administrative research and statistical analysis

#### Skilled in:

- Resolving discrepancies and analyzing trends
- Excellent analytical and problem-solving skills
- Use of Microsoft Office with advanced skills in Excel
- Strong and effective communication skills, both verbal and in writing
- Strong and effective organizational and time management skills

#### Ability to:

- Build team cohesiveness by establishing, communicating, and reinforcing the Finance mission statement
- Perform complex analysis and prepare associated reports
- Identify, monitor, and track complex trends and patterns
- Ability to comprehend the public service environment, SCRRRA mission, objectives, and business model

### PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication



- Visual acuity to detect, identify and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch or crawl within assigned working conditions and or locations

### **Working Conditions**

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

*Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Last updated: June 2025

