

Company: Gateway Development Commission

Job Title: Senior Financial Analyst

Location: New York/New Jersey

Date: March 21, 2023

Job ID: 6-001

Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a Senior Financial Analyst to join the finance team, reporting to the Deputy CFO. The Senior Financial Analyst is responsible for analyzing and producing financial data to advise GDC on its financial strategies. The Senior Financial Analyst will create and work with existing financial models, plans, and reports to support organizational decision making; and analyze industry trends and develop recommendations based on those trends. The Senior Financial Analyst will work closely with GDC's external advisory teams to develop and maintain financial models.

The position is responsible for the compilation and maintenance of GDC's operating budget and other required financial reports to monitor and track the operational and financial effectiveness of the Commission's activities. The Senior Financial Analyst will process financial data using various accounting and information systems; performs complex cost and financial analyses; prepares narrative analysis for management; and performs related duties as required. The Financial Analyst will be responsible for compliance with multiple complex grant and funding requirements.

Essential Functions:

1. Responsible for financial reporting and budget management of assigned programs.
2. Analyzes and models project debt service for the purpose of determining financial performance including projected outcomes; makes recommendations based on this analysis.
3. Reviews financial transactions and performs cost benefit analysis related to projects and programs. Performs complex cost, and financial analysis of data reported in the various financial systems.
4. Prepares budgets, including forecasts of revenues and expenditures for assigned programs; develops financial reports for forecasting, trending, and results analysis.
5. Records, classifies, and prepares reports of financial transactions in accordance with generally accepted accounting principles.
6. Interprets financial transactions for users who must make economic or business decisions; prepares financial documents such as budgets and billings in compliance with the requirements of government and other funding agencies.
7. Uses various software applications, such as spreadsheets and relational databases, to assemble, manipulate and format data, reports and presentations.
8. Works closely with staff to provide regular and as-needed financial reports to support their delivery of projects.

9. Other duties as assigned.

Job Requirements

Minimum Qualifications: A bachelor's degree from a recognized college or university in business or public administration, finance, accounting or closely related field and a minimum of five years increasingly responsible experience conducting financial analyses, preferably for a local public agency. Education can be used in lieu of experience and experience can be used in lieu of education if the candidate's overall qualifications meet the requirements for the position.

Preferred Qualifications: A master's degree from a recognized college or university in business or public administration, finance, accounting or a closely related field and ten or more years of experience with a public agency.

Knowledge, skills and abilities:

Knowledge of principles, methods and techniques of public and financial analysis and administration; data processing application, software; modern office equipment and procedures; laws, regulations, resolutions, and codes applicable to Commission's financial administration; accounting and auditing standards; Commission governance organization, operation, policies and objectives.

Ability to analyze complex financial and technical data; prepare clear and concise reports and presentations, including recommendations for action; plan and organize responsibilities so that reports are produced in a timely and accurate manner; exercise independent judgment in a professional and competent manner; manage a project or assignment from inception to completion; establish and maintain effective working relationships; write and communicate effectively and to assimilate and understand information; make sound decisions in a manner consistent with job functions; analyze situations accurately and adopt effective courses of action.

Knowledge of principles and best practices of supervision, training and evaluation of staff; ability to plan, organize, and perform supervisory duties, including providing guidance and direction, training and evaluation of support staff.

Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation's busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey, and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

To apply, please email your cover letter and resume to jobs@gatewayprogram.org with the job title **“Senior Financial Analyst”** in the subject line.