

**Company: Gateway Development Commission**

**Job Title: Financial Analyst**

**Location: New York/New Jersey**

**Date: August 15, 2023**

**Job ID: 10-004**

### Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a Financial Analyst to join the Finance team, reporting to the Senior Finance Manager. The Financial Analyst is responsible for supporting the Finance Department with its financial strategies.

The position is responsible for providing support for the GDC's operating budget and capital budget and other required financial reports to monitor and track the operational and financial effectiveness of the Commission's activities. The Financial Analyst will support creating and working with existing financial models, plans, and reports to support organizational decision making. The Financial Analyst will process financial data using various accounting and information systems; perform complex cost and financial analyses; prepares narrative analysis for management; and performs related duties as required. The Financial Analyst provides support for compliance with multiple complex grant and funding requirements.

### Essential Functions:

1. Assists with the preparation of budgets, including forecasts and variances of revenues and expenditures for assigned programs.
2. Assists with the preparation of timely financial reports for forecasting, trending, and results analysis.
3. Analyzes and models a complex plan of finance that includes multiple funding sources and project debt service including potential municipal finance short and long-term debt strategies
4. Assists with the preparation of financial documents to comply with the requirements of government and other funding agencies, including but not limited to, the Federal Transit Administration, Federal Railroad Administration, and the Build America Bureau.
5. Uses various software applications, such as spreadsheets and financial management systems, to input and analyze data, reports, and presentations.
6. Works closely with staff to provide regular and as-needed financial reports to support their delivery of projects.
7. 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 three years

increasingly responsible experience conducting financial analyses, preferably for a public agency or in the finance sector. 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 bachelor's degree from a recognized college or university in business or public administration, finance, accounting or a closely related field and five or more years of experience with a public agency or in the finance sector.

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, plan and organize responsibilities so that reports are produced in a timely and accurate manner; exercise independent judgment in a professional and competent manner; 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.

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 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.*

Attention all applicants who have applied for the Senior Financial Analyst position (Job ID: 6-001)! We will be considering your resume for the Senior Manager position, provided you meet the minimum qualifications required for the role!

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