



## Sr. Analyst, Budget & Business Analysis

The Regional Transportation Authority (RTA), located in downtown Chicago, is currently accepting applications for a **Sr. Analyst, Budget & Business Analysis**.

Under the general direction of the Manager, Budget and Analysis, completes complex analyses and studies that support the budgeting, financial reporting, and performance management processes of the RTA. Based on research and analysis, develops recommendations that help maintain and improve the financial and operational performance of the RTA and Service Boards. Reviews annual budgets, two-year financial plans, and long-range business plans to ensure region-wide service operations are financially stable and consistent with department goals, RTA strategic plans, and provisions of the RTA Act. Conducts analysis and business improvement initiatives as needed to advance the goals and objectives of the department. On occasion, may coordinate and lead projects.

Responsibilities include but are not limited to:

1. Reviews and analyzes the budgets of the RTA Agency, the Service Boards, and the region. Coordinates with Service Boards on annual budget development process. Prepares analyses for RTA management, the RTA Board, and public that review key budget issues and Service Board compliance with budget criteria as outlined in the RTA Act.
2. Conducts on-going analysis and monitoring of financial performance of the RTA, the Service Boards, and the region. Prepares monthly and quarterly financial and statistical analyses and public reports of trends and variances. Ensures primary factors affecting financial performance are studied and clearly communicated to RTA management.
3. Initiates studies and helps implement processes that maintain or improve the annual budget process and the RTA's strong financial position within the industry and investment community. Conducts reviews of RTA policies and procedures compared to industry standards and best practices.
4. Works with Agency financial systems to support development of the RTA Agency budget and variance reporting of actual results from budget.
5. Develops and maintains spreadsheet-based models on RTA regional financial capacity including a ten-year financial plan as directed by the RTA Act. Uses model to forecast long range regional funding needs and analyze the impacts of policy alternatives.

Knowledge, skills, and abilities equivalent to a bachelor's degree in Public or Business Administration, Accounting, Finance or related field. Master's degree in Business, Public Policy or Administration or a related field is preferred. Minimum of three (3) years of experience in public or private business with an emphasis on finance, economics, and statistical analysis methods. Strong verbal and written communication skills, analytical and problem-solving abilities, and an understanding of public policy analysis and finance principles required. Extensive spreadsheet, presentation, and word processing software experience required (Microsoft Office suite preferred). Familiarity with Enterprise Resource Planning (ERP) systems such as Great Plains and Infor desirable. Experience with ERP testing and implementation desirable. Ability to work independently, plan and organize tasks, solve problems and complete projects in collaboration with various RTA, Service Board, and contract personnel required. Ability to maintain confidential information required.

The RTA offers a competitive compensation and benefits package. The RTA reimburses for travel at the federal rate for mileage reimbursement. Relocation is not available. For more information about the RTA, visit our website at [www.rtachicago.com](http://www.rtachicago.com).

Minimum Salary: \$60,000

**Please submit a cover letter, resume and salary history to:**

Regional Transportation Authority  
Human Resources, Attn: 19-SABBA  
175 W. Jackson, Suite 1650  
Chicago, IL 60604

To apply online go to: <https://rtaweb01prd.rtachicago.com/jobposting/?job=230>

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