



Deputy Director, Budgets

Compensation

Grade I: Min: \$90,405 / Mid: \$113,006 / Max: \$135,605

MTA Metro-North Railroad, an organization with a vital role in the economy of New York State and Connecticut, is a subsidiary agency of the Metropolitan Transportation Authority (MTA), the largest transportation authority in the United States. Metro-North is a dynamic organization with a strong focus on customer service, safety, new technologies, and service expansion. With a staff of approximately 5,900 people, Metro-North serves more than one million customers per week over 384 miles of rail that link historic Grand Central Terminal (GCT) in New York City and 120 stations in New York State and Connecticut. Metro-North rewards employee resourcefulness, encourages innovation and offers excellent job opportunities in a challenging and diverse environment.

The purpose of this position is to manage Metro-North's budget and forecast processes for operating, capital and cash expenditures, manage the development of the five-year financial plan, which is updated twice during each year. Manage the development, and/or update of all Budget systems, databases and reports. Promotes Metro-North Railroad's Vision 2013 and Strategic Business Plan goals.

Responsibilities

- Manage the planning and coordination of the operating and capital budget and forecast processes; supervise the development and validate the consolidated results.
- Manage the development, update, and reporting related to the Department's Capital Project and Initiative Impact database used to update the multi-year Financial Plan; ensure its viability and accuracy.
- Establish, review and/or modify procedures, controls and applications to ensure the efficiency of processes and accuracy of results.
- Internal Control Officer for Department.
- Manage the preparation of special analyses and financial briefings for senior management and reports presented to the MTA Board and CDOT.
- Recruitment, training and evaluation of Budget staff, establishment of assignment priorities, afford direction and feedback to staff; develop strengths.
- Establish and maintain a cooperative network of senior and mid-level staff in all major departments to facilitate/streamline the gathering of current information affecting Metro-North's operations and programs, and to form interdepartmental teams that can review and implement required changes to costs and procedures.

Required Qualifications

- Bachelor's Degree in Finance or Accounting.
- Minimum seven (7) years of progressively responsible and related management experience in Financial Analysis and/or Budgeting with a minimum of five of those years in a large organization.
- Minimum five (5) years in a managerial or supervisory capacity.
- Broad knowledge of finance, budgeting, capital programs, and strategic planning.
- Excellent analytical, communication, planning and supervisory/management skills.
- Knowledge of Microsoft Office and/or comparable applications.
- Demonstrated ability to present materials and interact with Senior Executives (i.e. Metro-North, other MTA Agencies, and Public Officials Community Groups).
- Excellent decision-making and negotiating skills.
- Must be detail oriented, with strong analytical, planning and organizational skills.
- Strong project management skills with adherence to deadlines and the ability to handle quality control of work products.

Preferred Education/Experience

- Master's Degree in Finance or Accounting.

TO APPLY & SEE FULL JOB DESCRIPTION:

Please visit us at <http://www.mta.info/mta/employment/>

All Applicants must apply online to be considered. Metro-North no longer accepts hard copies of resumes.

Qualified applicants can submit an online application by clicking on the 'APPLY NOW' button from either the CAREERS page or from the JOB DESCRIPTION page. If you have previously applied on line for other positions, enter your User Name and Password. If it is your first registration, click on the [CLICK HERE TO REGISTER](#) hyperlink and enter a User Name and Password; then click on the REGISTER button.

MTA Metro-North Railroad is an Equal Opportunity Employer.