

FINANCIAL ANALYST

Location: Delaware Memorial Bridge, New Castle, DE

\$62,212 to \$73,130 annualized (Grade K)
(Position and Salary commensurate with experience and skills)

Opening Date: April 5, 2024

Closing Date: May 5, 2024

I. POSITION SUMMARY

This position is responsible for providing a wide variety of data analytics services, report development and support services to benefit the overall Delaware River and Bay Authority (DRBA) operations. This position works directly with department staff to identify data analytic requirements and translates them into solutions. This position is responsible for conducting revenue, budget and other related financial analysis, forecasts and reporting activities covering the overall DRBA financial performance and the individual business units. The position reviews existing department procedures and provides alternative processes that enhance the department's effectiveness.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Designs and prepares ad hoc internal and external financial reports for the department based on management needs, analyses data and provides summary information on key points and trends
- Develops integrated revenue/expense analysis, projections, reports and presentation for various DRBA business segments
- Compiles and analyzes financial information for the Authority
- Creates monthly, quarterly and annual reports in order to analyze trends effecting budget needs and ensures financial information has been recorded accurately
- Performs financial forecasting and reconciliation of accounts
- Prepares analytical, evaluative and statistical studies for use by Senior Leadership
- Designs and develops processes or systems to allow departmental staff to become more efficient and effective in meeting established goals and objectives
- Provides monthly expense analysis of key areas as directed by the Director of Finance and Controller
- Interprets and analyzes data using statistical techniques and provides ongoing reports
- Works with department staff to locate and define new process improvement opportunities
- Develops, implements and maintains databases for use within various DRBA business units
- Provides back-up for other Finance positions
- Provides the highest level of customer service and professionalism to all internal and external customers

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of principles and practices of basic accounting, auditing and budgeting procedures
- Advanced knowledge/skills in Excel and other reporting tools, including pivot tables and array formulas
- Knowledge of the methods and techniques in forecasting and analyzing data
- Knowledge of data reporting/analysis tools and techniques
- Knowledge of the Delaware River and Bay Authority's Property Management System (Yardi)
- Knowledge of the Delaware River and Bay Authority's Accounting System (MUNIS)

- Knowledge of the Delaware River and Bay Authority's organizational and object code structures
- Ability to mine large amounts of data and provide financial reports to management
- Ability to establish and maintain effective working relationships with Authority personnel
- Ability to present ideas effectively, both orally and in writing
- Ability to provide superior customer service

IV. REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Statistics, Accounting, Finance, Computer Science or other business-related field or equivalent related experience and three (3) years of experience in data mining and analysis of financial information.
- Demonstrated advanced experience in Excel.

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid driver's license

VI. SPECIAL REQUIREMENTS

- All potential employees will be subject to a pre-employment physical and background check including credit
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay

If you are interested in applying for this position, please complete the on-line application at www.drba.net. In addition to the online application, please attach a current resume.

The Delaware River and Bay Authority is an Equal Opportunity Employer