



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

**POSITION ANNOUNCEMENT  
SENIOR FINANCIAL ANALYST  
(Grants and Capital Programs)  
OPEN COMPETITIVE RECRUITMENT DEADLINE:  
5:00 p.m. September 29, 2023  
SALARY RANGE: \$80,787.20 – 119,308.80/year**

**APPLICATION INFORMATION:** The supplemental questionnaire is on the second page of this document. Please submit RTC employment application, resume and cover letter, along with responses to the supplemental questions, to the Regional Transportation Commission by emailing [jobs@rtcwashoe.com](mailto:jobs@rtcwashoe.com) **Complete applications must be received by September 29, 2023 at 5:00 p.m.**

**THE JOB:** Under general supervision, performs a variety of forecasting, modeling, and statistical analysis functions, including preparing and monitoring operating and capital budgets, monthly grant and project reconciliations, capital improvement financial planning, preparing financial and statistical forecasts, identify and pursue funding opportunities by leading the coordination of agency grant project teams.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Accounting or Finance or a closely related field; AND five (5) years of government finance, grants, and accounting experience or government finance and grant program accounting experience; OR an equivalent combination of education and experience.

**PREFERRED QUALIFICATIONS:** The ideal candidate will not only have experience in governmental finance, grants, accounting and forecasting, but will also have excellent verbal and written communication skills, a collaborative approach to working with others and strong client service skills.

**ABOUT THE PROCESS:** Applications and responses to the supplemental questionnaire will be evaluated to determine those candidates whose background and experience most closely meet the agency's needs. The most qualified candidates will be invited to participate in the next phase of the examination process, a panel interview, which may include assessment exercise(s), to demonstrate possession of required knowledge, skills and abilities.

**Equal Opportunity Employer  
Women and minorities are encouraged to apply  
Drug Free Work Place**



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**Senior Financial Analyst)  
(Grants and Capital Programs)  
Supplemental Questionnaire**

On a separate sheet(s) of paper, answer each of the following questions. Please be specific and include enough detailed information to answer each question completely. Put your name and “Supplemental Questionnaire” on each separate sheet of paper. Submission of your answers to the following questions is **MANDATORY**, and your application will not be considered without them.

On questions 1 through 7, indicate the name of the company, your position, and the name **AND** telephone number of someone we can contact to verify the information. Lack of experience in a particular subject will not necessarily disqualify you from further consideration.

1. Describe your experience in planning and managing programs with several unique funding sources.
2. Describe your experience in government budget preparation, monitoring, and reporting.
3. Describe your experience in Federal and/or State grant management and Governmental accounting.
4. Describe your experience applying for grant funding.
5. Describe your experience identifying and leading work teams.
6. Describe your experience in preparing monthly and ad hoc financial reports.
7. Please list the different types of financial software and office software you consider yourself proficient in.