

* JOB ANNOUNCEMENT*

Coordinator of Financial Systems & Budgets Grade 28

Duties: Assists the Director in developing, analyzing, recommending and producing the annual budgets for the Authority; monitors grant expenditures against the budget; monitors and reports on the status of grants to federal, state or other agencies; coordinates grant activities with internal and external staff; performs the “super user” duties of the Financial management System; coordinates Information System activities and requirements for the department including developing reports and other automated tools; and documenting processes and activities. Performs other duties of a similar nature as may be required.

Minimum Requirements: Applicants must have a Bachelor’s Degree preferably in Management, Information Systems, Business Administration, Human Resource Management, or related area. Applicant must have four (4) years of Information Systems experience in an accounting, finance or a budget environment.

STARTING SALARY RANGE: \$58,747 - \$77,840 annually

FILING OF RESUMES: Resumes must be received in the Human Resources Department of the Greater Cleveland Regional Transit Authority by fax (216) 781-4483, e-mail: jobs@gcrta.org, or mail to 1240 West 6th Street, Cleveland, Ohio 44113.

Resumes will be accepted until the position is filled.

SELECTION PROCESS: This is a non-bargaining exempt position. Merit system rules do not apply. No eligible list will be established. The selection process will include one or more components to demonstrate applicants’ knowledge, skills and abilities in job related areas. These may include exercises such as practical demonstrations, written communications, oral interviews and/or competency assessments.

AN EQUAL OPPORTUNITY EMPLOYER/ ADA EMPLOYER/ DRUG FREE WORKPLACE

Date: September 13, 2011
Job Announcement No.: 2011-114

Web Site Address: www.rideRTA.com
email: jobs@gcrta.org

RTA