

Job Description

Job Title:	Transit Budget Supervisor
Job ID:	120233
Date Closed:	08/12/2015
Business Unit:	Charlotte Area Transit System
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

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Major Duties and Responsibilities:

CATS is seeking a Budget Supervisor to coordinate the development of CATS operating and capital budgets in compliance with established policies, information, and processes. CATS is an enterprise fund of the City of Charlotte which requires the Budget Supervisor to focus on coordination between budget and financial functions. The position supervises a professional staff, coordinates with management and staff on budget development and implementation; develops and provides cash flow and debt service projections; develops and implements program for charge-back of eligible project administration costs to capital projects, assists with audits and performs other duties related to CATS operating and capital budget programs. Provides routine and specialized financial reports, budget documents and presentations to various boards and other agencies. Performs specialized research and develops programs in support of CATS business. Coordinates information and work across departmental lines. Reports to CATS Budget Manager.

Minimum Qualifications:

Requires a Bachelor's degree earned from an accredited four-year college or university; MBA/MPA preferred. Requires five (5) years of experience in area of complex financial analysis, municipal budgets and financial management; or the ability to quickly transfer budget and financial management knowledge, skills and abilities to a transit setting; transit financial management experience is a plus. Requires minimum of two (2) years of progressive supervisory experience. Requires superior knowledge of Microsoft Suites, particularly advanced level functions of Excel, and the demonstrated ability to learn and work with all City financial systems.

Interested candidates must apply online to be considered. A separate resume and cover letter can be emailed to: gmyers@charlottenc.gov.

Salary Range:

How to Apply:

Conditions of Employment:

The City's Background Check Policy requires background checks to be conducted on final internal or external candidate(s) applying for any position with the City of Charlotte. The type of information that will be collected as part of a background check includes, but is not limited to: reference checks, social security verification, education verification, criminal conviction record check, and, if applicable, a credit history check, sex offender registry and motor vehicle records check.

Background checks must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). The checks must be consistent with the guidelines set forth by these laws requiring organizations to obtain a candidate's written authorization before obtaining a criminal background report, motor vehicle records check or credit report; and to properly store and dispose of

information derived from such reports.

Final candidates must pass a pre-employment drug-screening test. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments. Some positions may require the ability to obtain a City Driving Permit. Candidates may also be required to pass a physical examination, polygraph exam, other skill evaluations and background check screens.

The City of Charlotte is an Equal Opportunity Employer.

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