

Budget Associate

Summary of Duties:

Reporting directly to the Director, Budget, assists in the completion of complex financial and operational analyses related to the operations of the NIRCRC and Purchase of Service Contract commuter railroads. Updates the internal financial models and perform financial and operational analyses. Updates major cost components on established financial models for the annual budget. Maintains databases required to monitor, evaluate and report Metra's financial condition. Performs other related duties as assigned to meet the ongoing needs of the organization.

Minimum Acceptable Qualifications:

- Bachelor's degree in Finance, Accounting or related.
- Must be proficient in Microsoft Office Suites with strong emphasis in Excel and Word.
- Must have excellent oral and written communication skills and organizational skills.
- Experience with automated financial reporting systems desirable.

All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.

Other Important Information:

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:

E-mail: jobs@metrarr.com

Metra is an Equal Opportunity/Affirmative Action Employer. It is our policy to fill vacant positions with qualified candidates without regard to race, color, sex, religion, national origin, age, or disability, assuming an individual can perform the essential functions of the job with or without accommodation.

Metra / 547 W. Jackson Blvd. / Chicago, IL 60661