This recruitment will remain open until filled. Candidates are encouraged to apply early in the process for optimal consideration.

The first review of resumes will take place on June 22, 2020.
THE OPPORTUNITY

Under executive direction in the Finance and Administration Department, the position plans, organizes, manages, participates in, and provides oversight for all activities of the Finance Team; directs and implements comprehensive financial and accounting activities of the Commission including budgeting, treasury and cash management, financial reporting and analysis, accounts payable and receivable, payroll, and human resources; designs and implements internal financial controls; maintains compliance with generally accepted accounting principles and government accounting standards board; assists in coordinating assigned activities with other Commission departments and outside agencies; provides highly complex and responsible support to the Deputy Executive Directors and Executive Director in areas of expertise; and performs related work as required.

THE ORGANIZATION

The Alameda County Transportation Commission (Alameda CTC) is a joint powers authority that plans, funds and delivers transportation programs and projects that expand access and improve mobility in Alameda County. Alameda CTC was created by the merger of the Alameda County Congestion Management Agency (ACCMA) and the Alameda County Transportation Improvement Authority (ACTIA) in order to allow for better coordination of transportation planning and programming within the County, as well as position Alameda County jurisdictions and transit agencies to better compete for limited state and federal transportation dollars.

THE AREA

Alameda County is the geographic center of the San Francisco Bay Area, located east of the San Francisco Bay, extending to Livermore in the East and from Albany in the North to Fremont in the South. Alameda County encompasses 813 square miles of land and has a population in excess of 1.6 million, making it the second most populated county in the Bay Area.
THE IDEAL CANDIDATE WILL HAVE:

- The ability to make a wide variety of independent decisions within legal, policy, and regulatory guidelines.
- Knowledge of administrative principles and practices for goal setting, program development and implementation, and employee supervision, including work planning, assignment, review and evaluation, and training of staff.
- Experience with organizational and management practices as applied to the analysis and evaluation of financial policies, procedures, practices and operational needs.
- A comprehensive understanding of governmental finance, accounting principles and procedures, and human resources functions as they relate to developing and administering agency-wide programs such as budget, payroll, financial reporting, accounts payable and receivable, investments, audits, cash management, treasury, financial processes, benefits administration, human resources, and other record keeping.
- The ability to research financial issues, evaluate alternative solutions, make sound recommendations, and prepare and present effective staff reports.
- A strong understanding of applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for effectively representing the Commission with auditors, governmental agencies, community groups, regulatory organizations, and the public.
- Experience providing a high level of customer service to boards, staff, vendors, contractors, and the public.
- The ability to establish, maintain, and foster positive and effective working relationships.

EXAMPLES OF TYPICAL RESPONSIBILITIES

- Assures full oversight and management responsibility for finance, accounting, and human resources functions, including budget, treasury and cash management, financial analysis and reporting, accounts payable and receivable, payroll, fixed assets, financial database, benefits administration, and human resources.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the assigned functions.
- Trains, motivates, directs, and selects department personnel; evaluates and reviews work for acceptability and conformance with department standards.
- Contributes to the overall quality of the assigned areas of responsibility by developing, reviewing, and implementing policies and procedures to meet legal requirements and Commission needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships;
identifies opportunities for improvement; prepares various finance and human resources staff reports.

- Oversees and manages the preparation of, prepares, presents and submits a variety of financial statements and reports to the Commission, executive management, the State Controller and various regulatory and other governmental agencies.

- Manages the year-end close of Commission books; coordinates various financial audits and provides information to independent auditors; gives expert assistance to auditors in responding to questions, gathering data, and compiling reports.

- Oversees cash management and investment functions ensuring the preservation of capital, liquidity needs of the Commission are met, and a market rate of return; reconciliation of cash and investment accounts.

- Coordinates the development of the annual operating budget and mid-year budget update; analyzes variances and available fund balances and provides for adjustments as required.

- Oversees the timely payment of debt service on outstanding debt and the reconciliation of trustee bond accounts statements.

- Develops and maintains financial database (project cost system) coordinating with project managers and external consultants.

- Ensures compliance with Governmental Accounting Standards Board (GASB), local, State, and Federal laws and regulations.

- Provides highly complex staff assistance to the Deputy Executive Director; prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.

- Attends and participates in professional group meetings; stays abreast of new trends and innovations in accounting, financial and human resources programs; researches emerging products and enhancements and their applicability to Commission needs.

- Monitors changes in regulations that may affect operations; implements policy and procedural changes.

- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.

- Performs other duties as assigned.

QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, economics, business or public administration, or related field.

- Eight (8) years of responsible accounting and financial operations experience, including three (3) years of supervisory experience.

- Possession of, or ability to obtain, a valid California Driver’s License by time of hire.
COMPENSATION AND BENEFITS

The annual salary range is $140,083 to $182,108, depending on qualifications and experience. The Alameda County Transportation Commission offers a generous benefits package:

- Cafeteria Plan which employees can use to choose the following:
  - Health, Dental, and Vision Insurance; and
  - Life, AD&D, and Long-term and Short-Term Disability Insurance.

- Retirement Program in the California Public Employee Retirement System (CalPERS):
  - Classic Member (current member of CalPERS) - 2.5% at age 55 (employee contributes 3%)
  - New Member (under new PEPRA laws) – 2% at age 62 (employee contributes 6.75%, subject to change by CalPERS at the beginning of each fiscal year)

- Vacation Leave: Starts at 10 days per year and increases based on years of service.

- Sick Leave: Accrued at 1 day per month.

- Holidays: 11 paid holidays, plus 2 floating holidays, per year.

- Other benefits include transit subsidy, flexible spending accounts, tuition assistance, etc.

To apply for this opportunity, please visit the Alameda CTC website at https://www.alamedactc.org/get-involved/careers-jobs/ to download an application. Please submit a cover letter, resume, and application by email to recruitment@alamedactc.org. Alternatively, you can mail the completed application materials to:

Atttn: Recruitment
Alameda CTC
1111 Broadway, Suite 800
Oakland, CA 94607

Incomplete applications will not be considered.

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Alameda County Transportation Commission is an equal opportunity employer encouraging workforce diversity.

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.