



## ALAMEDA COUNTY TRANSPORTATION COMMISSION

# Assistant Director of Finance

**HR26-01**

### DEADLINE TO APPLY

This recruitment will remain open until filled. This recruitment is running concurrently with HR26-02 and may be used to fill one position at either classification, depending on the qualifications and experience of the selected candidate.

Candidates are encouraged to apply early in the process for optimal consideration.

The first review of resumes will take place on February 2, 2026.

THIS PAGE IS INTENTIONALLY LEFT BLANK

## THE OPPORTUNITY

Under general direction of the Director of Finance, the Assistant Director of Finance plans, organizes, manages, and provides direction and oversight for all Finance activities including budgeting, treasury, cash management, financial analysis, accounts payable and receivable, grants management, payroll and benefits administration, debt management, and financial reporting; implements internal financial controls and generally accepted accounting principles and procedures; coordinates assigned activities with other Alameda CTC departments and outside agencies; provides highly responsible and complex professional assistance to the Director of Finance in areas of expertise; and performs related work as required.

## 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 821 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 ORGANIZATION

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 and the Alameda County Transportation Improvement Authority 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.

**Together, We Deliver Excellence.** Alameda CTC is invested in making a positive impact. Our staff values a nurturing environment with visionary thinking to deliver our mission. We embrace the diversity of our vibrant teams and actively collaborate toward our common goals. Staff at Alameda CTC advance inclusivity and trust through open, honest, and respectful communication. Our culture is built together, day by day, in every action we take.

**We Are, Who We Serve.** Alameda CTC is committed to serving the people of Alameda County. We aspire to be people-centric by celebrating those who bring their authentic selves to work, and we support the needs of our very diverse communities. We strive to cultivate opportunities that address historical inequities by inviting and engaging multiple perspectives. We set the standard for diversity, equity, and inclusion and our leadership cultivates a workplace that empowers staff to reach their potential.

**Equity.** Alameda CTC recognizes inequities in marginalized communities and is committed to advancing racial, socio-economic, and environmental justice to maintain the diversity of our communities. Alameda CTC adopts and implements deliberate policies, systems, and actions to deliver transportation funding, projects and programs that result in more equitable opportunities and positive outcomes for marginalized communities.



## THE IDEAL CANDIDATE WILL HAVE:

- Expertise in governmental accounting, auditing, financial reporting, budgeting, and regulatory compliance; the desire to evaluate processes and procedures with a willingness to lead change to improve systems and workflows, including leveraging technology to streamline work processes while maintaining accuracy, transparency, and compliance in all financial operations.
- Experience in all accounting operations; including general ledger maintenance, accounts payable, accounts receivable, cash and debt management, grants management, quarter-end and year-end closing processes, and financial reporting.
- Experience participating in financial audits and reporting, including the development of annual comprehensive financial reports (ACFR).
- Knowledge of financial internal control requirements, generally accepted accounting principles, Governmental Accounting Standards Board regulations, and relevant federal/state/local laws.
- The ability to lead and supervise staff members to provide both technical direction while maintaining high standards of accuracy, consistency and efficiency, and mentorship to strengthen collaboration and foster growth.
- The aptitude to communicate effectively, both orally and in written form, to convey complex financial information and to establish and maintain cohesive working relationships with finance staff and members of other departments, agencies and organizations, and other stakeholders.
- Advanced skills and proficiency in Microsoft Office programs, specifically Excel, Word, PowerPoint and Outlook.

## EXAMPLE OF ESSENTIAL RESPONSIBILITIES

- Oversees and manages all accounting functions including the general ledger, budgeting processes, treasury and cash management, financial analysis, accounts payable and receivable, grants management, payroll and benefits administration, debt management, capital assets, financial reporting and maintenance of the accounting software system.
- Leads and participates in the development and implementation of goals, objectives, policies, procedures, and establishes priorities for the department.
- Trains, motivates, directs, evaluates, and selects personnel; evaluates and reviews work for acceptability and conformance with department, legal, and other accounting standards; works with employees on performance issues; makes discipline recommendations to the Director of Finance.
- Continuously monitors the efficiency and effectiveness of financial operations and identifies opportunities for improvement, ensuring proper internal controls and segregation of duties; provides recommendations for change; and directs the implementation of process improvements.
- Coordinates and manages the development of annual budgets and mid-year budget

updates; analyzes variances and available fund balances and recommends adjustments as required; administers the budget; develops forecasts of additional funding needs for staffing, equipment, materials, supplies and other items; implements adjustments upon approval.

- Oversees monthly reconciliations, quarter end and year-end close of Alameda CTC accounting books; ensures timely processing of transactions; examines accounting transactions to ensure accuracy and approves journal entries prior to posting in the financial systems.
- Reviews Alameda CTC's invoices for payment ensuring that invoices meet agency requirements and are properly supported; provides final approval for payment and is an agency authorized signer.
- Prepares and presents a variety of financial statements to management and the Commission.
- Coordinates various financial audits and provides information upon request to independent auditors; provides accurate and timely responses to questions, gathers data, and compiles reports.
- Coordinates the development of the annual comprehensive financial report (ACFR).
- Manages cash and investment functions, overseeing investment advisors, to ensure the availability of funds to meet obligations.
- Ensures compliance with bond requirements including timely debt service payments; manages the reconciliation of bond trustee statements and other disclosure requirements.
- Plans, directs, and oversees the production of a wide variety of reports for submission to various regulatory and governmental agencies; ensures compliance with Governmental Accounting Standards Board (GASB) requirements and local, state, and federal laws and regulations.

- Provides highly complex assistance to the Director of Finance; prepares, reviews, and presents staff reports and other necessary correspondence related to assigned activities; participates in various management meetings, and reports on special projects as assigned by the Director of Finance.



## QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, economics, business or public administration, or a closely related field.
- Eight (8) years of increasingly responsible professional accounting and finance experience, including three (3) years of supervisory experience.
- Governmental accounting knowledge and experience desirable.

## COMPENSATION AND BENEFITS

The annual salary range is \$157,664 to \$204,964 depending on qualifications and experience.

Alameda County Transportation Commission offers a generous benefits package including:

- 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 (member of CalPERS prior to January 1, 2013) – 2.5% at age 55 (employee contributes 3%)
  - New Member (under PEPRA laws) – 2% at age 62 (employee contributes 7.75%, this amount is subject to change at the beginning of each fiscal year per CalPERS calculations)
- Vacation Leave: Starts at 10 days per year and increases based on years of service.
- Sick Leave: Accrued at one (1) day per month.
- Holidays: 11 paid holidays, plus three (3) floating holidays, per year.
- Other benefits include transit subsidy, flexible spending accounts, 457 retirement plan, tuition assistance, etc.

## TO APPLY

To apply for this opportunity, please download an application at: [https://www.alamedactc.org/wp-content/uploads/2026/01/ACTC\\_Application\\_Form\\_2\\_0260107\\_Accounting-1.pdf](https://www.alamedactc.org/wp-content/uploads/2026/01/ACTC_Application_Form_2_0260107_Accounting-1.pdf)

**Complete application packets must include a cover letter, resume, and application.**

Application packets may be sent by email to: [recruitment@alamedactc.org](mailto:recruitment@alamedactc.org). Alternatively, you can mail a completed application packet to:

**Attn: Recruitment**

### Alameda CTC

**1111 Broadway, Suite 800  
Oakland, CA 94607**

**Incomplete applications will not be considered.**

This recruitment will remain open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. The first review of application packets will take place on **February 2, 2026**.

Alameda CTC is an equal opportunity employer encouraging workforce diversity and is committed to ensuring that no person is excluded from participation in, denied the benefits of, or discriminated against under its hiring activities on the basis of race, color, creed, sex, gender, religion, marital status, registered domestic partnership status, age, national origin or ancestry, physical or mental disability, veteran status, sexual orientation, gender identity/gender expression, or medical condition including genetic characteristics.

Title VI of the Civil Rights Act of 1964 provides protections against discrimination based on race, color and national origin; and 49 United States Code Section 5332 provides additional protections against discrimination based on religion, national origin, sex, disability, or age.

Employment at Alameda CTC is at-will.

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



