

ALAMEDA COUNTY TRANSPORTATION COMMISSION

Accounting Manager (Principal Financial Analyst)

HR26-02

DEADLINE TO APPLY

This recruitment will remain open until filled. This recruitment is running concurrently with HR26-01 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.

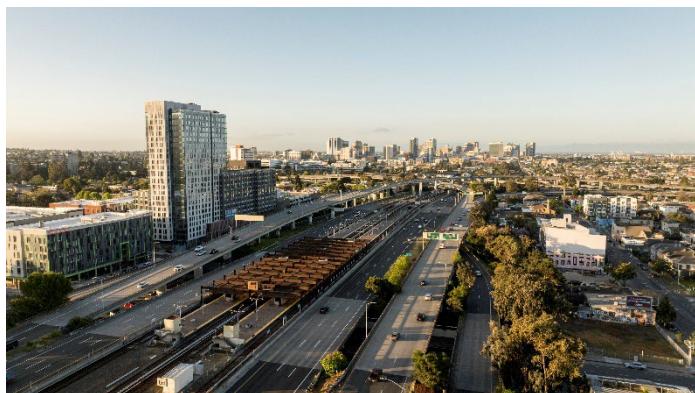
THIS PAGE IS INTENTIONALLY LEFT BLANK

THE OPPORTUNITY

Under general direction of the Director of Finance, the Accounting Manager plans, organizes, manages and provides direction for Finance activities including cash management, financial analysis, accounts payable and receivable, grants management, payroll and benefit administration, and financial reporting; performs difficult and complex professional and technical finance work related to the processing of financial transactions and preparing and reconciling financial and accounting records and reporting; ensures regulatory compliance with governmental accounting standards; maintains and improves the accounting system; provides highly complex and responsible support 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 government 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 the annual comprehensive financial report (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

- Manages and directs all accounting functions including the general ledger, accounts payable and receivable, audit preparations, financial analysis, cash management, grants management, capital assets, payroll and benefits, and maintenance of the accounting software system.
- Participates in the development and implementation of goals, objectives, policies, and 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.

- Continuously monitors the efficiency and effectiveness of finance 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.
- Participates in the development of annual budgets and mid-year budget updates; analyzes variances and available fund balances and recommends adjustments as required.
- Manages 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.

- Prepares and analyzes a variety of complex financial reports, statements, and schedules; prepares annual and special reports, including the State Controller's Financial Transactions Report.
- Participates in preparation and administration of annual operating budgets and mid-year budget updates; calculates cost distribution and provides financial forecasts; tracks actual revenues and expenditures against the adopted budget and prepares periodic 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 for auditors.
- Participates in the development of the annual comprehensive financial report (ACFR).
- Reviews Alameda CTC's invoices for payment ensuring invoices follow agency requirements and are properly supported; provides final approval for payment and is an agency authorized signer.
- Prepares and presents a variety of financial reports to management and the Commission.
- 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.
- Oversees management of the agency's financial records including maintenance of

databases, files, and records; verifies accuracy of information; ensures compliance with established records retention policies, procedures, and schedules.



QUALIFICATIONS

- Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field
- Seven (7) years of increasingly responsible professional accounting and finance experience, including two (2) years of lead or supervisory experience.
- Government accounting knowledge and experience desirable.

COMPENSATION AND BENEFITS

The annual salary range is \$142,836 to \$185,686 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, download an application at: https://www.alamedactc.org/wp-content/uploads/2026/01/ACTC_Application_Form_20260107_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. Alternatively, you can mail a completed application packet materials 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.



