



EMPLOYMENT OPPORTUNITY

FINANCIAL ANALYST

Salary Range: \$6,429 - \$8,679 per month
(Effective 7/4/19)

Application Deadline: Friday, May 31, 2019 at 4:00 P.M.

The Riverside County Transportation Commission (RCTC/Commission), established through California State law, oversees funding and coordination of all public transportation services within Riverside County. The Commission's responsibilities have grown in the 41 years since its inception from coordinating highway and transit planning and identifying projects for state and federal funding to responsibility for all aspects of region-wide planning for Riverside County's mobility and operating toll facilities. RCTC is a small agency with a staffing component of 51 full time positions that support a governing board of 33 elected officials and one governor's appointee throughout Riverside County.

GENERAL DESCRIPTION:

Under general direction by the Senior Financial Analyst or Deputy Director of Finance, participates in accounting and reporting activities related to the Commission's enterprise operations, financial analysis, and other related functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Deputy Director of Finance. Exercises direct and general supervision over assigned staff.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, public or business administration, or a related field and three (3) years of progressively

responsible finance and accounting experience.

LICENSES AND CERTIFICATIONS:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

CLASS CHARACTERISTICS

This is a journey-level class that performs the full range of financial analyst duties, including collecting, compiling, and analyzing financial data for the RCTC 91 Express Lanes and 15 Express Lanes (Express Lanes). Positions at this level receive instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Financial Analyst in that the later has authority in planning, organizing, or directing financial and budget administration within the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

The below functions have been provided as examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in all day-to-day activities related to the Express Lanes accounting and financial programs, including Enterprise Resource Planning (ERP) system general ledger, accounts payable, accounts receivable, capital assets, debt service, revenue generation, audits, budgeting, cost allocations, quarterly and year-end accruals, project accounting, financial analysis, reporting, and bank reconciliations.
- Maintains and reconciles a variety of accounting ledgers, records, and reports in collaboration with the tolls systems' operators; analyzes and reconciles trustee and custodial accounts.
- Collects, summarizes, and analyzes complex financial data for monthly, quarterly, and annual reports.
- Participates in the preparation and completion of the annual Express Lanes budget; participates in the input of the annual adopted budget into the ERP system; prepares budget adjustments and monitors budget lines for overages; resolves variances and issues with appropriate Express Lanes staff.
- Participates in the preparation and completion of the annual audit of the Express Lanes operations; prepares closing journal entries, audit schedules and/or financial reports; provides assistance and information to outside auditors during annual audit, including responding to questions, gathering data, and compiling reports.
- Communicates and interacts with employees and toll operators regarding Express Lanes financial activities.
- Attends and participates in professional group meetings; stays abreast of new trends the fields of public agency finance and accounting, including enterprise fund accounting.
- Receives, investigates, and responds to inquiries and requests in a professional manner, identifies and report findings, as appropriate.
- Performs other special projects and duties as assigned.

Significant Relationships:

This position interacts routinely with internal staff, Commissioners, toll service provider back office staff, local agency partners, financial services institutions, consultants, and legal counsel.

Knowledge of:

- Principles and practices of public agency finance and accounting programs including general and governmental accounting, auditing and financial reporting, contracts management, debt reporting, financial analysis, cost accounting, budgeting, and analytical techniques.
- Principles and practices of public agency budget development and administration, particularly related to enterprise operations.
- Principles of sound financial management policies and procedures.
- Financial database management software (ERP).
- Principles, practices, and techniques of comprehensive financial analysis and business strategies.
- Theory, procedures, methods, and techniques relative to finance, accounting, public finance, procurement, and related regulations.
- Generally Accepted Accounting Principles and Governmental Accounting Standards Board Statements for public sector accounting, including enterprise fund accounting.
- Project and/or program management, analytical processes, and report preparation techniques.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Research, statistical, analytical, and reporting methods, techniques and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing RCTC in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and RCTC staff.

Ability to:

- Plan, organize, and carry out assignments with general direction.
- Conduct research and analytical studies on a wide variety of topics including finance and accounting programs, policies, and procedures.
- Analyze, interpret, summarize, and present financial, administrative and technical information and data in an effective manner.
- Participate in the presentation of financial plans.
- Research, analyze, and evaluate new service delivery and improvements in operations, methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Effectively represent the department and RCTC in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL & ENVIRONMENTAL ELEMENTS:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various RCTC job sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. However, there will be routine project job sites and fieldwork where environmental elements are not always controlled such as temperature and noise. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining RCTC policies and requesting and providing information.

**Summary of
Benefits Available**

CalPERS Retirement System <i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i> Up to \$750/month towards Medical Plans Dental & Vision fully paid by RCTC 401(a) Money Purchase Plan 457 Deferred Compensation \$100,000 Group Life Insurance	Short and Long-Term Disability 9/80 Work Schedule Vacation Sick Leave 12 Holidays/Year Transportation Assistance Programs Tuition Reimbursement Program
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**An RCTC employment application and resume must be submitted for consideration by the application deadline.
For more information, please visit www.rctc.org**

4/2019