



NEW EMPLOYMENT OPPORTUNITY

Toll Finance Manager (Full Time w/ Full Benefits)

Subject to final budget approval for fiscal year 24/25

Salary Range: \$11,342- \$15,311 per month effective July 11, 2024

Application Deadline: July 8th, 2024 4:00PM

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 over 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. Join an amazing team at RCTC and help plan and deliver transportation solutions!

General Description:

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff and contractors performing complex professional and technical support related to accounting, budget, finance, and financial reporting for the express lanes program; ensures adherence to financial and accounting, standards, policy, and procedural requirements; provides highly complex and responsible support to the Chief Financial Officer and Toll Operations Director in areas of expertise; performs related work as required.

This is a management classification that manages all activities related to the express lanes accounting and finance program. Incumbents manage accounting, finance, budget, and reporting activities in support of RCTC express lane projects and programs, as well as overseeing the work of external consultants. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. Incumbents organize and oversee day-to-day activities and are responsible for providing professional-level support to both the Chief Financial Officer and periodically the Toll Operations Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating accounting and finance program work.

Qualifications

Required: *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, business or public administration, or a closely related field and five (5) years of increasingly responsible professional public accounting, financial, and/or budget program management.

Licenses and Certifications:

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

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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.

- Plans, oversees, and participates in the daily functions, operations, and activities of the express lanes finance and accounting programs.
- Participates in the development and implementation of goals, objectives, policies, and procedures for express lanes finance and accounting programs.
- Oversee compilation and development of annual budget for toll enterprise funds including operations, debt service, required repair and rehabilitation, and any other functional units.
- Oversee, compilation and development of annual year-end financial statements for the Enterprises (Toll Facilities) including review of year-end closing entries, footnotes and other related information presented in the agency annual comprehensive financial report.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of programs, service delivery methods, and procedures; identifies opportunities for improvement and makes recommendations to the Chief Financial Officer and Toll Operations Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Chief Financial Officer.
- Manages the contractor oversight plan; creating and supervising the performance of the procedures to be performed to ensure contractor compliancy with procedures and accuracy of work.
- Manages and coordinates all activities related to express lanes accounting, budget, and finance programs, including general ledger, accounts payable, accounts/grants receivable, capital assets, cost allocations, project accounting, financial analysis and reporting, and bank reconciliation; ensures appropriate internal controls are in place.
- Manages and coordinates the preparation and analysis of a variety of toll operations accounting, budgetary, and financial reports, statements, and schedules; prepares the monthly, quarterly, annual, and special reports, including financial statements, budget, and related reports required for debt covenant compliance.
- Prepares and analyzes a variety of complex financial reports, statements, and schedules.
- Maintains and reconciles a variety of ledgers, reports, and accounting records; approves journal entries to post transactions to accounting records.
- Coordinates accounting and financial related work with Orange County Transportation Agency and/or other cognizant agency staff for the operation of RCTC owned and operated 91 Express Lanes.
- Provides highly complex staff assistance to both Chief Financial Officer, and Toll Operations Director; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; prepares written reports to the Commission Board of Directors and various committees; occasionally provides verbal presentations to the same.
- Prepares toll finance and accounting requirements for procurement of systems and operators.
- Reviews and approves contractors financial standard operating procedures and processes.
- Participate in the development of long-term operational expense models (OPEX) used in the development of future projects.
- Manages the design, development and testing of toll systems as it relates to accounting functions.
- Coordinates the planning and use of funds in the repair and rehabilitation reserve.
- Assists with the coordination and use of surplus toll revenues across multiple departments.
- Recommends modifications to assigned programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of finance, accounting, and financial administration; research emerging products and enhancements and their applicability to express lanes program needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.

- Under the supervision of the Chief Financial Officer, participate in debt financing including but not limited to development of financing documents, financing analysis and other disclosure reports.
- Develop long-term financial plans including forecasts.
- Develop revenue and expenditure assumptions in accordance with operation of the Express Lanes.
- Coordinate communication with applicable rating agencies and investors.
- Facilitate flow of funds for the agency's assets in accordance with finance agreements.
- Develop and maintain multi-year cash flow projections to determine available cash/funds.
- Develop and maintain required repair & rehabilitation and ongoing maintenance schedule.
- Under the supervision of the Chief Financial Officer compile and/or approve reports required for related continuing disclosure requirements in accordance with financial agreements.
- Oversee day-to-day operations for the Enterprise(s) financial and general ledger, specifically ensuring related revenue are recorded in accordance with related financing agreements.
- Oversee continuing disclosure for each enterprise including development of technical reports presenting traffic, revenue and/or expense activity for the Enterprise.
- Performs other duties as assigned.

Knowledge of:

- Administrative principles and practices, including goal setting, accounting and finance program development, implementation, and evaluation and project management.
- Principles and practices of public agency finance, including general and governmental accounting, auditing, and reporting and budget programs.
- Techniques for presenting financial, and/or operational performance data for the Toll Operations to a variety of audiences.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, resolutions, and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature, and sources of information related to the accounting and finance programs and financial administration operations.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work including advanced knowledge of Microsoft Excel functions such as, but not limited to, pivot tables, automation, dashboards, creating reports by pulling data from tables, and/or development of formulas.
- Development of long-term financial planning including but not limited to forecasts, cash-flow and revenue availability projections.
- 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:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor program and projects, on-time and within budget.
- Present financial performance, budget and/or other measurement data to various audiences and stakeholders.
- Effectively operate in a matrix-style organization.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, ordinances, resolutions, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.

- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- 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 modern office equipment including computer equipment and specialized software applications programs such as Microsoft Excel to compile and monitor data related to Toll Operations budget and other financial related activity.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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 meeting 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. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining RCTC/RCA policies and requesting and providing information.

**Summary of
Benefits Available**

CalPERS Retirement System <i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i> Up to \$1500/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

6/2024