



NEW EMPLOYMENT OPPORTUNITY

Financial Budget Manager

(Full-Time w/ Full benefits)

Salary Range: \$11,682 - \$15,770 per month

Application Deadline: January 9, 2026, 4PM

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 since its inception, nearly 50 years ago, 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, along with becoming the managing agency for the Western Riverside County Regional Conservation Authority (RCA). RCA's mission is to implement the Multiple Species Habitat Conservation Plan (MSHCP). The MSHCP focuses on the permanent conservation of 500,000 acres and the protection of 146 covered species. Join an amazing team at RCTC and help plan and deliver transportation solutions!

General Description:

Receives general direction from the Chief Financial Officer and/or Deputy Director of Finance. Exercises direct and general supervision over professional, technical, and administrative support staff. Under general direction, plans, organizes, oversees, coordinates, and manages the development, implementation, and maintenance of RCTC's and RCA's budget; supervises and/or performs professional accounting and financial analysis work related to accounts receivable, cash receipts, debt issuance, and long-term financial planning, and other special financial programs; provides highly complex and responsible support to the Chief Financial Officer and/or Deputy Director of Finance; and performs related work as required.

This is a management classification that manages all activities related to the RCTC's budget including implementation and continuous monitoring, multi-year forecasting for identified projects and/or funding sources; compliance and reporting and communicating with internal stakeholders. The incumbent organizes and oversees day-to-day budgetary analysis, special project management, and reporting activities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent is responsible for providing professional-level support to the Chief Financial Officer and/or Deputy Director of Finance in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in effectively communicating complex financial data to a variety of audiences. This class is distinguished from the Chief Financial Officer and/or Deputy Director of Finance in that the latter has overall responsibility for all functions of the RCTC and RCA annual budget, multi-year forecasting, special projects as assigned, and for developing, implementing, and interpreting public policy.

Qualifications

Required: Equivalent to graduation from an accredited four-year college or university with major coursework in 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, including one (1) year of supervisory experience overseeing budget development and/or long-term financial planning processes.

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 RCTC and RCA finance and budgeting programs including continuously monitoring RCTC finances and budgets and communicating with stakeholders.
- Assists in the development and implementation of program policies, goals, and objectives; recommends, within policy, appropriate service, and staffing levels; implements policies and procedures.
- 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/or Deputy Director of Finance.
- Manages and coordinates activities related to accounting and finance programs, including accounts/grants receivable and financial analysis and reporting. Assists with audits and ensures appropriate internal controls are in place
- Guides agency leadership and staff in the development of the budget project expenditure plan.
- Plans, coordinates, and guides the development of long-term financial plans including comprehensive revenue and expenditure forecasts and related available cash/funding determinations.
- Monitors internal and external activities impacting RCTC finances and budget including long-term financial planning and revenue and expenditure projections.
- Monitors and reports on program-based spending plans for key RCTC funding sources including but not limited to: Measure A (Sales Tax), Transportation Uniform Mitigation Fees (TUMF), and Transportation Development Act (TDA) funding.
- Participates in debt issuances for non-toll related debt, including but not limited to, development of financial strategies and related financing documents.
- Coordinates post debt-issuance continuing disclosure requirements for non-toll related debt, including but limited to, communication with investors, rating agencies, and financial advisors, including development of schedules and/or related analysis depicting RCTC's financial performance.
- Performs various complex financial and related analyses and reconciliations; researches and analyzes accounting and financial data from various sources and prepares financial reports and statements, including reports submitted to funding and/or government agencies, auditors, and RCTC Commission and committees.
- Researches, interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting financial operations.
- Provides highly complex staff assistance to the Chief Financial Officer and/or Deputy Director of Finance; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures as appropriate.
- Prepares and presents agenda items and reports to Commission, committee, and workshop meetings; represents RCTC and makes presentations to governmental, community, and business groups.
- Attends and participates in professional group meetings; monitors legal, regulatory, technology, and societal changes, and court decisions and stays abreast of new trends and innovations in budget and finance.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Chief Financial Officer and/or Deputy Director of Finance.
- 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.

Knowledge of:

- Administrative principles and practices, including goal setting, budget 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.
- 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 finance and budget programs and budget administration operations.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to 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, coordinate, and manage development of an agencywide budget including evaluating submitted departmental budget requests and developing revenue and expenditure forecasts to determine funding availability.
- Analyze complex financial and budget data to determine financing strategies and develop long-term financial planning models including multi-year cash flow forecasts and funding determinations.
- Effectively communicate complex budget and financial information to all levels of finance and accounting staff, as well as various non-financial and/or accounting audiences.
- Effectively operate in a matrix-style organization.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures; foster strong, collaborative working relationships between staff.
- Identify ways to improve processes, leverage technology to create efficiencies and effective communications, and consider the current working environment to ensure continued fiscal responsibility.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- 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.
- 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	Short and Long-Term Disability
<i>Classic: 2.7% @ 55 / PEPR: 2% @ 62</i>	9/80 Work Schedule
Up to \$1,500/month towards Medical Plans	Vacation
Dental & Vision fully paid by RCTC	Sick Leave
401(a) Money Purchase Plan	13 Holidays/Year
457 Deferred Compensation	Transportation Assistance Programs
\$100,000 Group Life Insurance	Tuition Reimbursement Program

**An RCTC employment application and resume must be
submitted for consideration by the application deadline.**

For more information, please visit www.rctc.org

12/2025