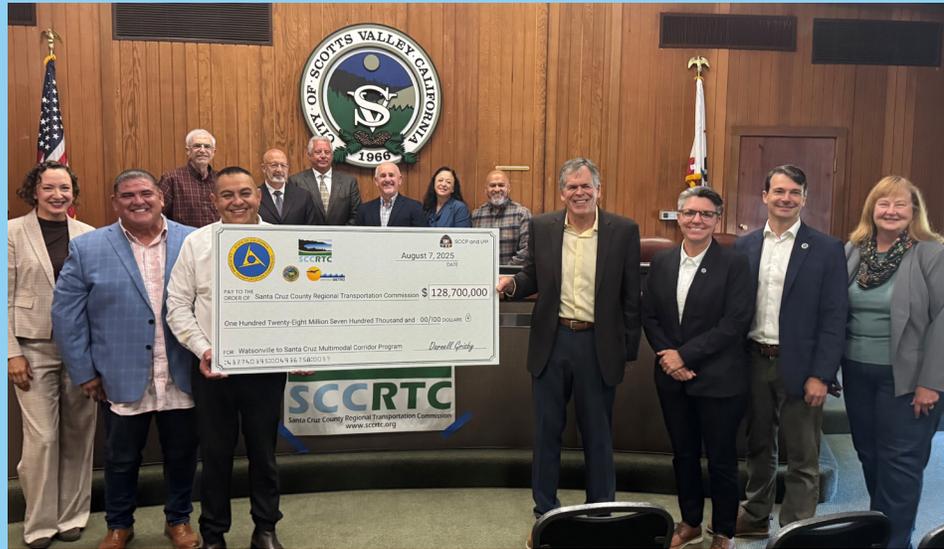


# ACCOUNTANT

We're Hiring: One Position from Our Series



## Santa Cruz County Regional Transportation Commission



### ABOUT THE POSITION

The Santa Cruz County Regional Transportation Commission (RTC) seeks a detail-oriented and collaborative accounting professional with experience working across a variety of funding sources, including tax measures. The ideal candidate brings strong technical accounting skills, a solid understanding of public sector, grant-funded finances, and the ability to manage complex financial activities with accuracy and integrity. This role requires clear communication, a team-oriented approach, and a solutions-focused mindset.

As a statewide leader in transportation planning and capital project delivery, RTC integrates vision, technical excellence, and collaboration to advance projects that improve safety, expand access, protect our natural environment, and strengthen connections between neighborhoods, jobs, and destinations. Our work, focused on improving mobility between Watsonville and Santa Cruz, reflects a commitment to delivering lasting public mobility improvements for decades to come.

The Santa Cruz County Regional Transportation Commission (RTC) is a regional agency created by the State of California to carry out transportation responsibilities that cross city and county boundaries. The members of the RTC represent the County Board of Supervisors, the City Councils, and the Santa Cruz Metropolitan Transit District. Along with volunteer committee members and Commission staff, the RTC works in cooperation and consultation with other public agencies; business, environmental, neighborhood and advocacy groups; and members of the public to deliver a variety of transportation options to serve the community's needs.

The Santa Cruz County Regional Transportation Commission is committed to equity, inclusion, and community representation. We strive to reflect the diversity of Santa Cruz County in our workforce and welcome applicants from all backgrounds, including those historically underrepresented in transportation and public service. We are proud to be an Equal Opportunity Employer and encourage individuals of all races, ethnicities, genders, sexual orientations, abilities, and veteran statuses to apply.

### FINAL FILING DEADLINE

By **2:00 p.m. on Friday, March 11, 2026**  
(Priority Screening)

### CONTACT US

1101 Pacific Ave. Suite 250  
Santa Cruz, CA 95060

(831) 460-3200  
info@sccrtc.org

[sccrtc.org](http://sccrtc.org)



## KEY ISSUES AND PRIORITIES

**Funding** – Developing a long-range transportation plan and selecting projects to receive a variety of local, state and federal transportation funds, while also pursuing any and all funding sources for transportation projects in the region, including competitive state and federal grants.

**Measure D** – Assist in managing the Measure D ½-cent sales tax for local transportation improvements and overseeing the selection of local and regional transportation projects to receive these funds.

## GENERAL DEFINITION

Under general direction of the Finance and Budget Officer, the Accountant performs difficult, complex and professional accounting and fiscal duties. The Accountant maintains fiscal records; prepares a variety of accounting statistical and narrative reports; and other accounting and fiscal work as required.

## KEY RESPONSIBILITIES

### Accountant I

Entry-level; performs routine duties under supervision while learning RTC policies and systems.

### Accountant II

Journey-level; works independently on varied accounting tasks requiring professional judgment.

### Accountant III

Advanced level; handles complex accounting, budgeting, ICAP preparation, payroll, and asset management.

## EXCITING CHANGES & PROJECTS WITH PURPOSE

Big things are happening at SCCRTC! We're leading the way with innovative planning and programs that will shape the future of transportation in our community. The RTC is known for being a statewide leader in planning for active transportation, innovative transit solutions, and climate resiliency. Our achievements reflect our commitment to innovation, sustainability, and improving the quality of life for our region. Further, the RTC has undergone an organizational transformation to invest intentionally in its people, its culture, and how it delivers transportation solutions to the community. Over the past several years, the agency has undertaken meaningful organizational development efforts, including restructuring to better align operations with our mission, expanding career development, and modernizing internal practices to support collaboration, accountability, and innovation. These changes have strengthened our workplace culture grounded in continuous improvement and shared purpose, where employee voices are valued and professional growth is the standard.

## KNOWLEDGE AND ABILITIES

- General, fund, and governmental accounting principles.
- Business data processing related to accounting.
- Budgeting principles.
- Auditing and reconciliation methods.
- Laws and regulations for payroll and financial recordkeeping.
- Preparation of financial statements, budgets, and fiscal reports.
- Effective oral and written communication skills.
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### ABILITY TO:

- Analyze and reconcile financial reports.
- Verify financial data accuracy.
- Ensure proper authorization and documentation.
- Prepare clear and complete financial reports.
- Exercise sound judgment within guidelines.
- Communicate effectively in writing and verbally.
- Work independently with minimal supervision.
- Perform accurate mathematical and statistical calculations.
- Maintain organized records and files.
- Build effective working relationships.

### FOR ACCOUNTANT III

- Assign and review work of others.
- Train staff in procedures.
- Prepare complex financial reports and budget documents.



## EDUCATION AND EXPERIENCE

The knowledge, skills, and abilities listed above may be acquired through various types of training, education, and experience. A typical way to acquire the required knowledge and abilities would be:

### Accountant I

Equivalent to graduation from an accredited four-year college or university with major coursework in economics, business administration, finance, accounting, or a closely related field. Two years' paraprofessional accounting experience at a level equivalent to the RTC's classification of Accounting Technician and demonstration of proficiency of required work may substitute for the education requirement.

### Accountant II

Possession of a baccalaureate degree from an accredited college or university in business administration, finance, accounting or a closely related field, which must have included at least 12 semester or 18 quarter units from among the following accounting courses: Principles of Accounting, Intermediate Accounting, Advanced Accounting, Governmental Accounting, Fund Accounting, Cost Accounting, Auditing, Financial Accounting or Managerial Accounting **AND** at least two years of experience performing duties comparable to an Accountant I in the public or private sector, some knowledge of governmental budgetary operations.

-OR-

Possession of a Certified Public Accountant Certificate **AND** at least two years of experience performing duties comparable to an Accountant I.

-OR-

At least 12 semester or 18 quarter units from the above listed accounting courses **AND** at least two years of experience as an Accountant I.

### Accountant III

Possession of a baccalaureate degree from an accredited college or university in business administration, finance, accounting or a closely related field, which must have included at least 12 semester or 18 quarter units from among the following accounting courses: Principles of Accounting, Intermediate Accounting, Advanced Accounting, Governmental Accounting, Fund Accounting, Cost Accounting, Auditing, Financial Accounting, or Managerial Accounting **AND** four years of increasingly responsible professional accounting experience performing full working-level accounting duties with CPA firm, or four years of experience performing full working-level accounting duties in the public or private sector or least two year experience at a level equivalent to an Accountant II in the public sector.

-OR-

Possession of a Certified Public Accountant Certificate **AND** four years of increasingly responsible professional accounting experience, at least two of which must be at the Accountant II level in the public sector.

-OR-

At least 12 semester or 18 quarter units from the above listed accounting courses may be substituted for the required education **AND** at least four years of increasingly responsible professional accounting experience, at least two of which must be at the full journey level.

## SPECIAL REQUIREMENTS

A valid California Class C Driver's License is required for this position or must be able to provide suitable transportation approved by the Executive Director. Be able to lift up to 50 lbs.

## WORK ENVIRONMENT

Position requires work at a computer/video display terminal and desk for extended periods of time. May require travel to various locations. May require work in evenings, weekends, satellite office and travel in county to board meetings.



## MONTHLY SALARY

**Accountant I:** \$6,976.32-\$8,827.66

**Accountant II:** \$7,673.95-\$9,709.16

**Accountant III:** \$8,440.09-\$10,679.00



## BENEFITS

The RTC offers a competitive benefits package that includes:

- **Health** – medical, vision, dental and employee assistance program
- **Retirement** – defined benefit through CalPERS
- **PTO** – 4.4 weeks (22 days) per year with increases after 5-year anniversaries
- **Holidays** – twelve and one half days including a floating holiday
- **Other** – disability, life insurance, employee assistance program



## APPLICATION PROCESS

To be considered for this position, please submit a resume, cover letter, completed supplemental questions and a completed employment application.

Application and job description are available at: <https://www.sccrtc.org/about/working-with-the-rtc/#jobs> **APPLICATION AND ALL OTHER MATERIAL MUST BE RECEIVED BY 2:00 P.M. ON FRIDAY, MARCH 11, 2026, TO BE GUARANTEED A PRIORITY REVIEW. Please indicate in the application materials for which level you are applying.**

All resumes and correspondence will be held in confidence. Materials submitted become the property of RTC and will not be returned. Relocation assistance will not be provided.

For assistance or if you require special accommodations, please call **(831) 460-3200**. RTC Office hours are 8:00 a.m. – 5:00 p.m., Monday – Friday. The RTC will not fax application materials.