

As a Budget Technician, you will assist in the development and tracking of the Dulles Toll Road (DTR) budget and day-to-day DTR toll revenue accounting duties. Your work will impact the programs and operations of the DTR, and help to ensure the DTR operates within budget.

JOB DESCRIPTION

- Budget Technician
- Works under the direct supervision of the Toll Road Finance Division Manager.
- Serves at the Dulles Toll Road (DTR) Office located in McLean, VA.

Compiles data in preparation and formulation of annual and multi-year budget forecasts, financial spending plans, and quarterly reviews. Monitors DTR expenditures; tracks and reconciles erroneous charges; monitors and reconciles toll revenue; and audits toll collectors, coin counting personnel, and vaults. Conducts budget benchmark analyses and capital outlay requests. Prepares monthly traffic and revenue reports. Performs related functions.

GENERAL RESPONSIBILITIES

- Assists in the analysis, evaluation, and development of the DTR Operating and Maintenance (O&M) budget.
- Maintains spreadsheets and other systematic reporting procedures to ensure regular monitoring of DTR's O&M budget. Presents data to DTR Manager and Finance Manager.
- Prepares the call and distribution of formats to DTR departments for completion of budget reviews.
- Monitors the use of funds and rate of expenditures, and analyzes respective trends.
- Monitors expenses by reviewing and tracking procurement requests, as well as reports from the general ledger or Accounting Department.
- Verifies submissions for the DTR to ensure proper justifications and signatures are provided. Follows through on issues that need clarification and resolves issues.
- Tracks and provides spending data to DTR departments and provides guidance and instruction to department management.
- Prepares, updates, and discusses financial reports with DTR management. Prepares, analyzes, and reviews revenue and expenses, and tracks information in spreadsheets.
- Reviews and compares the monthly Master Revenue Report generated by the Accounts Receivable Department with the DTR monthly report to ensure the accuracy of the data.
- Compiles and maintains toll violations noted and the rejection reasons for the violations from data provided by daily violation reports. Analyzes and inputs data into a spreadsheet on a daily basis and monitors for any significant variances.
- Reviews Daily Collector Trial Balance Report and identifies toll collectors that meet the applicable variance thresholds.
- Prepares monthly traffic and revenue reports. Monitors and reconciles toll revenue collected and counted through detailed numerical analyses. Develops monthly ad hoc statistical reports detailing toll revenue and budgets.
- Performs other duties as assigned.

QUALIFICATIONS

- Four years of progressively responsible experience in budgeting and financial analysis and reporting.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of and skill in budget planning and formulation to assist in developing budget submissions, generating supporting justifications, and tracking expenditures.
 2. Knowledge of and ability to apply professional accounting practices, methods, and techniques.
 3. Skill in performing financial analyses on budget reports.
 4. Skill in auditing field work conducted by others.
 5. Ability to make detailed analysis of data and information and make recommendations.
- Ability to speak and write effectively.
 - Skill in using a computer and modern office suite software, with emphasis on accounting and financial systems/software.

PREFERRED QUALIFICATIONS

- An Associate's Degree in Accounting or Business Administration.
- Experience in budgeting, reconciling, analyzing, and reviewing financial reports for discrepancies or irregularities.

EDUCATION

- A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience, and training.
- A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the four years of experience. For example, an associate's degree may substitute for two years of experience.

CERTIFICATIONS AND LICENSES REQUIRED

- None.

NECESSARY SPECIAL FACTORS

- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.
- May require moderate to heavy physical exertion (lifting boxes of coins up to 50 pounds).