

JOB PROFILE SUMMARY

- Lead Coin Counter
- Works under direct supervision of the Finance Manager.
- Serves in the Finance Division of the Dulles Toll Road at the Dulles Toll Road Office.

Leads Cash Room operations on shift for the Dulles Toll Road, ensuring accuracy of transactions for monies issued and received, documenting transactions, leading others in the work and, as necessary, performing the same kinds of duties as the persons led. Performs related functions.

GENERAL RESPONSIBILITIES

- Leads Cash Room operations for shift. Maintains established cash balance; verifies monies issued and received and documents transactions. Determines how much change to buy from Coin Counting to ensure there is an adequate supply for the next shift.
- Documents all cash errors made and that all Cash Room shortages and overages are paid in accordance with established policies. Conducts end of shift cash audit of Cash Room with incoming Lead Coin Counter, documenting and agreeing on the funds available.
- Participates in preparing and adjusting schedules for coin counting operations including need for extra staff or overtime.
- Oversees the work of the contract Fiscal Assistants, briefing them and making assignments at the start of the shift.
- Ensures Fiscal Assistants follow established policies and procedures for safety (such as hearing conservation) and for operations such as cash handling and check out and return of vehicles used on shift.
- Prepares coin counting paperwork by checking vaults and counts to ensure accuracy, and using daily vault pull sheets, daily vault count, daily deposit report, certificates of deposit, and armored car reports. Reconciles discrepancies and ensures completeness and accuracy.
- Ensures that all coin counting equipment is in good working order; documents problems and coordinates equipment repair with on-call repairers if the problem exceeds the level of operator maintenance. Documents problems with coin vaults; coordinates with repair staff to make immediate repairs and retrieves unusable vaults from Main Toll Plaza and ramp toll booths.
- Replenishes money supply and extra funds bags of Toll Collectors located at Main Toll Plaza and ramp locations.
- Performs related duties as assigned.

QUALIFICATIONS

- Four years of progressively responsible experience performing a variety of administrative-clerical support functions including:
 - handling, counting, and tracking cash and coin;
 - performing basic monetary computations; and

- preparing reports and other types of paperwork.
- Ability to perform analyses of data and information with emphasis on basic mathematical computations.
- Ability to speak and write effectively.
- Ability to use computer hardware and modern office suite software.
- Commitment to safety in operating vehicles and equipment.
- Ability to establish and maintain effective relationships with employees, managers, and others.

PREFERRED QUALIFICATIONS

- Experience in cashier or basic bookkeeping operations.

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.

CERTIFICATIONS AND LICENSES REQUIRED

- A valid state driver's license.

NECESSARY SPECIAL FACTORS

- Lifts and carries objects (coin bags and vaults) weighing up to 80 pounds or more.
- Is subject to holdover and recall on a 24-hour basis for essential services and emergencies.
- Required to work various shifts as needed. May be required to work nights or weekends.
- Communicates using two-way radio and telephone.