

As the Dulles Toll Road Accounting Technician, you can make an impact in successful daily operations and customer satisfaction of the Toll Road.

JOB DESCRIPTION

- Toll Road Accounting Technician
- Works under the direct supervision of Finance Manager (DTR).
- Serves in the Finance Department of the Dulles Toll Road (DTR).

Monitors and reconciles toll revenue collected and counted; audits toll collectors collections, coin counting personnel, and cash from vaults. Prepares daily and monthly reports and provides support to the Dulles Toll Road (DTR) Finance Manager. Performs related functions.

GENERAL RESPONSIBILITIES

- Monitors and reconciles toll revenue collected and counted through detailed numerical analyses; audits toll collectors, coin counting personnel, and vaults and prepares confidential reports. Conducts daily audit of Non-Revenue transactions reported on Collector Summary Report and/or Non-Revenue Toll Voucher Report.
- Reviews the Daily Collector Trial Balance Report and identifies toll collectors that meet the applicable variance thresholds. Documents and reports on discrepancies and recommends training for toll collectors, as needed.
- Prepares the daily Traffic Report for submission to the Virginia Department of Transportation EZ Pass Customer Service Center.
- Collects, counts, tracks, and records deposits of all revenue not accounted for in the Toll Revenue Collection System.
- Maintains files of all daily reports, and sends daily folders to Records Retention, monthly.
- Daily, reviews the Lead Coin Counter (DTR) Operating Fund Audit Report and the Toll Collector Issued Fund (cash bag verification) report. Reports, reconciles and resolves variances. Performs a random audit of the Operating fund weekly.
- Researches and responds to all customer claims and requests to dismiss EZ Pass charges and to customer claims of over payment; customer requests are logged and tracked.
- Verifies daily deposit sheets, and informs DTR management of daily bank reconciliation; transmits information to the Office of Finance. Reconciles daily toll collectors' overages, shortages and works directly with contracted toll collectors to resolve variance issues. Collects shortages from toll collectors within 24 hours after notifying the individual.
- Identifies possible fraud through daily reports, and notifies management of findings.
- Conducts Coin Vault clean-up to clear excess coins from vault housings, collects coins, reports and deposits. Reports unusually high amounts of coin spillage to contractor's on-duty repair technician for correction.
- Investigates variances found between Toll Revenue Collection System and actual cash collected and documents.
- Assists in developing and revising cash handling procedures; implements new procedures to ensure integrity of toll collection activities.
- Performs other duties as assigned.

QUALIFICATIONS

- Four years of progressively responsible experience in bookkeeping and paraprofessional accounting including:
 - applying established and standardized bookkeeping and accounting methods, processes, procedures, and practices;
 - tracking and monitoring cash accounts and reconciling numeric discrepancies; and
 - performing basic accounting/bookkeeping functions using spreadsheet software.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

1. General knowledge of generally accepted accounting principles, practices, methods and techniques to properly record, analyze and reconcile discrepancies.
 2. Ability to perform general analyses of data and information (including identifying the accuracy and relevance of the information), with emphasis on intermediate mathematics and basic statistics.
- Ability to speak and write effectively, with emphasis on communicating financial information to provide clarity and understanding to others.
 - Skill in using a computer and office suite software, with emphasis on database and spreadsheet software.

PREFERRED QUALIFICATIONS

- Associate's Degree (or higher) in Accounting or Business Administration.
- Previous experience in working with financial data for a toll road system.

EDUCATION

- A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of educations, experience and training.

A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be 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

- A state driver's license in good standing.

NECESSARY SPECIAL FACTORS

- Operates a motor vehicle to toll booth locations and may act in a "chase car" capacity (i.e., accompanies van driver as vaults of cash are collected from the toll plazas).

- May be subject to bugs, reptiles, rodents and other vermin, as well as water splashing from cars when visiting toll booth and conducting vault inventories/coin-vault clean-up.
- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, customer service, team work, and adherence to guidelines.