

As the Finance Manager you will oversee the Dulles Toll Road Revenue and Transaction collection, reconciliation, and reporting, and manage the audit team and the counting section of the Dulles Toll Road.

### **JOB DESCRIPTION**

- Toll Road Finance Division Manager
- Works under the general supervision of the Toll Road Manager.
- Serves in the Finance Division of the Dulles Toll Road located at the Toll Road Administration Building.

Manages a team of Accounting Technicians, a Budget Technician, and the coin collection/counting department of the Dulles Toll Road (DTR). Provides overall objectives, policy guidance, and standard operating procedures. Develops and prepares financial statements, reconciles revenue reports, and ensures the accuracy of the Airports Authority revenue and accounting data at Dulles Toll Road. Performs related functions.

### **GENERAL RESPONSIBILITIES**

- Reviews financial reports for accuracy and completeness; develops and reports transactions and revenue data from multiple sources.
- Coordinates the resolution of toll system problems with the Toll Revenue Collection System provider.
- Resolves internal/external customer requests, approves invoices and resolves financial issues.
- Serves as Contracting Officer's Technical Representative (COTR) for the armored car and coin counting equipment maintenance agreements.
- Directs Accounting Technicians in daily audits of vault personnel, toll system and toll collectors. Ensures compliance with established accounting standards, policies and guidelines and with the Internal Controls and Compliance Department, etc.
- Reconciles and verifies all fees and deposits from Virginia Department of Transportation (VDOT) and Greenway's Automated Vehicle Identification (AVI) and Violation Processing Center (VPC) fees.
- Manages the coin counting section of the DTR; responsible for collecting vaults, accurately accounting for all funds collected, maintaining an operating fund, and ensuring all cash handling procedures are followed.
- Ensures all procedures related to issued funds are followed.
- Ensures toll collection staff has necessary operating funds to manage currency exchange on Main Line and Ramp locations for three shifts.
- Ensures revenue is retrieved daily by armored car, counted correctly, and deposited accurately into the Airports Authority account.
- Reconciles bank deposits, daily/monthly revenue and transactions.
- Completes and submits revenue file, Revenue and Transaction reports, AVI reports, Transaction Comparison report for the Revenue and Collections Manager, the Controller and the Chief Financial Officer (CFO).

- Ensures audit compliance with Internal Controls and Compliance Department and the Office of Audit. Supports audit requirements for the external financial audit.
- Performs other duties as assigned.

### **QUALIFICATIONS**

- Five years of progressively responsible experience in finance or accounting that includes substantive work in cash reconciliation and financial reporting.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Comprehensive knowledge of and ability to apply generally accepted accounting principles, practices, methods and techniques including Internal Revenue Code, and Generally Accepted Accounting Principles (GAAP).
2. Knowledge of and ability to apply other guides such as Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB)
3. Ability to perform detailed analyses of data and information, with emphasis on detecting inconsistencies in financial information.
4. Ability to effectively manage multiple projects and competing priorities and issues at a time.
  - Knowledge of supervisory principles and ability to manage the operations and programs of the unit/team.
  - Ability to speak and write effectively, with emphasis on communicating financial information so others will understand.
  - Skill in using a computer, modern office suite, and accounting and financial systems/software.

### **PREFERRED QUALIFICATIONS**

- Knowledge of an enterprise financial system (such as Workday).

### **EDUCATION**

- Bachelor's Degree in Accounting, Finance or Business Administration or related field on an equivalent combination of education, experience and training.

A full 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 five years of experience. For example, a master's degree may substitute for two years of experience.

### **CERTIFICATIONS AND LICENSES REQUIRED**

- A state driver's license in good standing.

### **NECESSARY SPECIAL FACTORS**

- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, customer service, team work, and adherence to guidelines.