



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

POSITION TITLE: Senior Accountant

REPORTS TO: Assistant Finance Officer

SALARY RANGE: \$90,000 to \$100,000 (Depending on qualifications and experience)

ABOUT THE AUTHORITY:

The Northern Virginia Transportation Authority (NVTA) is the regional multi-modal transportation planning and funding entity for Northern Virginia. NVTA finance staff administer \$400 million in annual revenues, over \$3 billion in project commitments, an average monthly positive cash flow of approximately \$15 million, and a \$1.4 billion fixed income investment portfolio.

NVTA has received the highest possible credit rating from all three major NRSROs (AA+) for its organization classification and has an available debt capacity of \$1.6 billion.

NVTA develops the long-range regional transportation plan for Northern Virginia. Through its financial resources, and following a rigorous project analysis, evaluation and ranking system, the Authority selects projects with the most regional benefit for funding. All project funding is processed on a reimbursement basis, with project sponsors submitting requests and providing expenditure documentation, to ensure that costs are supportive of and in accord with approved project applications.

NVTA has a staff of 17. Led by a Chief Executive Officer, the office has two functional areas, Transportation Planning & Programming and Finance/Administration. The Senior Accountant position is a newly established position and is being recruited for the first time. Work involves performing difficult accounting and financial management functions under the supervision and direction of the Assistant Finance Officer.

FUNCTIONAL RESPONSIBILITIES:

- a. Provide accounting support for Authority administrative and project funding functions through:

- i. General ledger accounting and accounts payable support, processing transactions in the accounting system using programmed functions as well as ability to create accurate journal entries.
 - ii. Formulates standard operating procedures for the Accounting and Payroll functions and leads process improvements to ensure data accuracy and timely financial reporting.
 - iii. Assists in the preparation of the financial year end close and preparation of the annual financial report.
 - iv. Producing financial statements in accordance with GAAP and GASB, supported through documented general ledger actions, journal entries, reconciliations, interfaces and reporting procedures.
 - v. Reconciliation of bank and investment accounts as well as reconciliation of special function accounts.
 - vi. Review and make recommendations on project reimbursement requests in accord with Authority policy and procedural guidance.
 - vii. Lead the financial aspect of general office functions.
- b. Provide full accounting function staff backup and redundancy for the General Ledger (Black Mountain), Payroll (ADP) with related benefits and Portfolio Management (Tracker) systems. Budget development is undertaken and recorded in MS Excel.
 - c. Ensure readiness of NVTAs for annual audits by an independent audit firm and the Virginia Auditor of Public Accounts. Audit readiness is demonstrated by maintaining the highest standards of transaction transparency, review and documentation, monthly reconciliations as well as the preparation, critical review with analysis of monthly financial statements.
 - d. Support special projects and analysis as assigned, while independently working multiple projects with colleagues inside and outside the Authority. Special projects will typically be analytical in nature and will be the basis for discussions and recommendations to the Chief Financial Officer, Chief Executive Officer, statutory and advisory committees, and the governing body.

The above statements are not an exhaustive list of the position responsibilities, preferred characteristics, or qualifications.

PREFERRED CHARACTERISTICS:

- Self-starter, able to immediately grasp the accounting systems and processes under the guidance of the Assistant Finance Officer.
- Comfortable working with minimal supervision; able to set own agenda and timelines with general guidance and meeting Authority deadlines.
- Ability to always project a professional demeanor to jurisdictional/agency staffs with whom he/she will coordinate.

- Intellectual curiosity, desiring to look through the numbers within financial statements, to the practical impact in furthering the Authority's strategic goals.
- Accustomed to working with multiple agencies as a team member and individually, while engendering cooperative long-term relationships.
- Strong accounting skills combined with a desire to undertake quantitative analyses and present complex material through superior oral and written communication skills.
- Prior work experience in state or local government accounting, finance or budget functions.

QUALIFICATIONS:

- Bachelor's Degree in Accounting, followed by 4 or more years of relevant professional experience preferable with governmental fund accounting.
- Extensive computer skills required, including Office 365.
- Ability to read and understand complex legal and regulatory requirements and ability to recommend as well as implement policies and practices to ensure compliance with those requirements.
- CPA certification, Master's Degree or other professional certification preferred.

ADDITIONAL CONSIDERATIONS:

- It is preferred that NVTAs live in Northern Virginia.
- Depending on meeting schedules some evening commitments will occur.

WORK ENVIRONMENT:

Work will typically be performed in a quiet office environment. Significant time pressures will be present, however overall workload is expected to be balanced. Some local travel is expected, as is evening meeting attendance. Flexible work schedules are encouraged with remote work facilitated to meet office needs.

COVID-19 Notice: After a successful transition to full time remote work in March 2020, NVTAs currently work in office on Wednesdays and Thursdays, with the remaining portion of the week working remote. Each employee has an individual hard walled office, vaccinations are appreciated and encouraged. In office/remote work requirements are subject to change and will continue to evolve based on changes in public health guidance.

Application Information

NVTA participates in the Virginia Retirement System (VRS). In addition, the Authority offers comprehensive medical and dental insurance, vacation and sick leave, life insurance and continuing education opportunities. Additional information regarding the Authority can be found at <https://thenovaauthority.org/>

This position is open until filled. The first review of resumes will commence on June 30, 2022. To apply, or ask questions, please send a cover letter and resume to recruitment@thenovaauthority.org

The Northern Virginia Transportation Authority prohibits discrimination on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation or disability.