



<b>Job Title:</b>	Comptroller	<b>Job Posting Number:</b>	19-28
<b>Position Type:</b>	Full-time	<b>Department/Group:</b>	Accounting
<b>Location:</b>	Administration Building	<b>Job Category:</b>	Comptroller
<b>Level/Salary Range:</b>	\$139,329 - \$153,262	<b>FLSA Status</b>	Exempt
<b>Starting Salary:</b>	To be determined	<b>Reports to:</b>	Chief Financial Officer
<b>Date posted:</b>	July 10, 2019	<b>External &amp; Internal Posting:</b>	Yes
<b>Posting Closing:</b>	July 19, 2019	<b>Internal Promotional Posting Only:</b>	No

#### HOW TO APPLY:

PRIOR TO THE POSTING CLOSING YOU MUST APPLY IN THE FOLLOWING MANNER:

- ☐ **SUBMIT RESUME TO:**  
  
DIRECTOR OF HUMAN RESOURCES  
110 WOOD & GROVE STREETS, 4<sup>TH</sup>-FLOOR  
MORRISVILLE, PA 19067
- ☐ **OBTAIN APPLICATION FORM AT [WWW.DRJTBC.ORG](http://WWW.DRJTBC.ORG). COMPLETE AND SEND TO THE ADDRESS LISTED ABOVE, OR BRING TO ANY PUBLICLY ACCESSIBLE TOLL BRIDGE ADMINISTRATION BUILDING**
- ☐ **COMPLETE AND SEND A LETTER OF INTENT OR IN-HOUSE POSTING FORM TO HR (INTERNAL APPLICANTS)**

#### WHO MAY APPLY:

An adult individual authorized to work in the United States.

#### JOB DESCRIPTION

##### SUMMARY:

Directs and manages the fiscal activities of the Commission by performing the duties described herein personally or through subordinate supervisors.

##### MINIMUM EXPERIENCE AND ABILITIES:

Master's degree in Accounting or Finance and two to five years related experience and/or training; or Bachelor's degree in Accounting or Finance and four to ten years related experience and/or training; or Equivalent combination of education and experience.  
Certificate in Management Accounting (CMA) or Certificate in Public Accounting (CPA) preferred.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

**The Comptroller's responsibilities include the overall management and direction of the Commission's fiscal activities, particularly in the areas as described more fully below:**

- Accounting Operations
  - Review and oversee accounting operations in a Government Accounting and GAAP environment
  - Develop and maintain ERP Accounting system
  - Direct preparation of monthly financial reports for senior management and Commission
  - Manage the year-end financial statement preparation and annual audit process
  - Set and maintain policy on Accounting Operations
  - Set and maintain policy on asset capitalization and depreciation amortization
- Budgeting
  - Direct the annual budget process
  - Develop estimates, spreads and reporting entities through integrated ERP system
  - Calculate changes including annual salary estimates, pension and healthcare costs
  - Present draft and final budgets to senior management and Commissioners
  - Present monthly budget-to-actual data to senior management and Commissioners
- Cash Management
  - Maintain bank relationships
  - Administer account security
  - Manage and approve payment of invoices and capital expenditures including wire transfer process.
  - Manage cash flow from operations
- Oversee Payroll Process
  - Processing of biweekly payroll
  - Payment of all withholdings
  - Maintaining Workers Comp Audit and cost
- Toll and Traffic
  - Direct operational procedures for the Electronic Toll Collection system
  - Develop reporting requirements
  - Oversee Toll Audit Department and functions
  - Oversee settlement of toll revenue collection and reconciliation
- Investment security management
  - Maintain investment tracking
  - Direct accounting and reporting for investments
  - Direct reconciliation policy
- Accounts Payable
  - Oversee operations for payment of expense invoices and capital purchases
  - Direct record keeping functions
  - Approve all payments
- Taxes
  - Advise on various federal, state and sales and use tax matters
- Job Cost
  - Maintain job cost policy and analysis for expense reimbursement and labor capitalization
- Record keeping
  - Manage and advise on record keeping requirements for financial and payroll records

**The Comptroller shall also be responsible for:**

- Preparing and presenting reports to senior management and the Commission which summarize and forecast Commission business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
- Direct preparation of draft and final Commission budgets, reviews budget proposals, and prepares necessary supporting documentation and justification.
- Direct preparation and present monthly reports to senior management and the Commission with respect to results of operations, including:
  - Cash and investments
  - Bonded debt liabilities
  - Toll revenues and operating expenses, including “budget-to-actual” comparisons
  - Bridge traffic and EZ-Pass data and trends

**EDUCATION and/or EXPERIENCE**

Master’s degree in Accounting or Finance and two to five years related experience and/or training; or Bachelor's degree in Accounting or Finance and four to ten years related experience and/or training; or Equivalent combination of education and experience. Certificate in Management Accounting (CMA) or Certificate in Public Accounting (CPA) preferred.

**SUPERVISORY RESPONSIBILITIES**

Manages two subordinate supervisors who supervise a total of seven employees in the Audit, Payroll, and Accounting functions. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

***Accounting, Financial and Budget Skills:***

Detailed knowledge of accounting, budgetary, and management principles, practices, and procedures.

Detailed knowledge of budget control methods, policies, and procedures.

Detailed knowledge of generally accepted accounting procedures and principles.

Ability to prepare financial and accounting records.

Ability to analyze, consolidate, and interpret accounting data.

Ability to compile, organize, interpret, and communicate accounting data and results in a concise format.  
Ability to manage a budget and work within the constraints of that budget.  
Ability to develop, interpret, and evaluate accounting policies and procedures.

*Communication/Interpersonal Skills:*

Working knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.  
Skill in editing documents for correct grammar.  
Skill in communicating effectively in writing as appropriate for the needs of the audience.  
Skill in talking to others to convey information effectively.  
Skill in discussing a variety of job-related topics on short or no notice.  
Ability to listen to and understand information and ideas presented through spoken words and sentences.  
Ability to read and understand information and ideas presented in writing.  
Ability to communicate effectively in both oral and written form.  
Ability to make oral group presentations to persuade others to accept a specific opinion or action, and to provide information or explain procedures and policies.  
Ability to handle difficult and stressful situations with professional composure.  
Ability to establish and maintain a good rapport with superiors, subordinates, co-workers and all staff.  
Ability to maintain effective interpersonal relationships.  
Ability to work successfully as a member of a team and independently with minimal supervision.  
Ability to understand and follow instructions.  
Ability to prepare concise reports.

*Computer Skills:*

Skill in using computer application, including Outlook, Word, Excel and Power Point.  
Ability to operate a personal computer with general understanding of application software, and an understanding of the internet.  
Ability to learn office specific software.

*Reasoning, Analytical and Problem-Solving Skills:*

Skill in identifying complete problems and reviewing related information to develop and evaluate options and implement solutions.  
Ability to exercise sound judgment in making critical decisions.  
  
Ability to analyze complex information and develop plans to address identified issues.  
Ability to anticipate and diffuse problems before they occur.  
Ability to devise solutions to administrative problems.  
Ability to develop objectives, evaluate effectiveness, and assess needs.  
Ability to identify problems, evaluate alternatives, and implement effective solutions.

Ability to process information logically.

Ability to analyze and solve work-related problems.

Ability to analyze and prepare documents, reports, and correspondence.

Skill in exchanging ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions.

*Management and Self-Management Skills:*

Skill in managing one's own time and the time of others.

Skill in completing assignments accurately and with attention to detail.

Ability to work under pressure and meet close deadlines.

Ability to set priorities and complete assignments on time.

Ability to analyze, organize and prioritize work while meeting multiple deadlines.

Ability to review work for accuracy.

Ability to process and handle confidential information with discretion.

Ability to explain policies and procedures to department staff.

Skill in monitoring and assessing the performance of self and other individuals to make improvements or take corrective action.

Skill in personnel resources management through motivating, developing, and directing people as they work, identifying the best people for the job.

Ability to establish goals and objectives for self and department staff.

Ability to plan, assign, and/or supervise the work of others.

Ability to train and supervise others.

Skill in motivating others; stimulating people to effective action.

Skill in mediating between contending parties or groups.

Skill in fostering a stimulating, accepting learning environment.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid New Jersey or Pennsylvania Driver's License required.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move and/or slide up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

**ADDITIONAL NOTES:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed to meet the ongoing needs of the organization. Management has discretion to add or modify duties of the job and to designate other functions as essential at any time.