



Northern Virginia Transportation Authority

The Authority for Transportation in Northern Virginia

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

POSITION TITLE: Investment and Debt Manager

REPORTS TO: Chief Financial Officer

RECRUITMENT: First review of resumes will begin in early May.
Position is available July 9th.
Candidates are encourage to review financial information at <http://thenovaauthority.org/>
Resumes with a note regarding salary expectations should be emailed to recruitment@thenovaauthority.org

The statements in this position description are intended to describe the general nature and level of work to be performed by incumbent(s) assigned to this position. This description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

GENERAL DEFINITION OF WORK. TYPICAL TASKS, KNOWLEDGE, SKILLS AND ABILITIES:

Performs complex professional and difficult analytical as well as administrative work involving planning, coordinating and maintaining the Authority investment and debt programs in compliance with adopted policies and procedures. Frequent significantly complex financial analytical and reporting assignments will be assigned.

Work involves developing and implementing financial and organizational policies and procedures in all fiscal and operational areas, including; revenue forecasting, cash flow projections, investment of funds, issuance and servicing of debt, and the accounting, reporting as well as reconciliation of the financial data for each of the above program areas.

Work involves having inter-jurisdictional and inter-agency responsibility for special projects and managing difficult analytical, reporting and fiscal management functions.

Work is performed under general supervision of the Chief Financial Officer.

TYPICAL TASKS:

- Manage the Authority investment and debt programs.
- Professional level analytical and technical work involved with the daily investment and cash management of funds on long and short-term basis;
- Coordinate with financial institution relationships as required;

- Oversee the purchase and sale of investment instruments;
- Ensure investments are made in accordance with Authority policies and applicable federal and state standards and regulations;
- Ensure accurate and appropriate records are reflected and reconciled with performance for all investment and other banking transactions;
- Coordination and preparation of various financial analysis and reports including long and short-term revenue and expenditure forecasts, gathering of statistical data and projections on revenues in coordination with member jurisdictions;
- Coordinate issuance of Authority debt with the CFO, Financial Advisor, Council of Counsels and Bond Counsel and preparation of financial data for debt issuance documents and bond rating agency requirements;
- Endeavors to attain the highest possible credit rating for each debt issuance and to minimize debt interest costs;
- Assess debt issuance alternatives including new and innovative financing approaches;
- Oversee payment, recording and reconciliation of debt service payments to bond holders;
- Participate in the development of multi-year capital investment strategies and annual fiscal plan;
- Oversee banking contracts and relationships;
- Ensure applicable federal and state standards and regulations are followed for all assigned programs; and prepares special complex financial reports;
- Ensure post issuance compliance with IRS regulations;
- Ensure post issuance disclosure and reporting requirements are met.
- Ensure compliance with IRS arbitrage calculations and submittal of IRS Form 8038-T
- Manage the project reimbursement request process including tracking the progress of requests through the internal review process; reviewing project requests for accuracy and conformity with NVTA processes and procedures; communication of issues with project sponsors and follow through to ensure requests are processed on a timely basis.

KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive knowledge of the principles, practices, methods and techniques of government financial management;
- Comprehensive knowledge of principles, practices and procedures in debt and cash management programs;
- Comprehensive knowledge of post issuance tax compliance;
- Comprehensive knowledge of post issuance disclosure requirements;
- Thorough knowledge of accounting principles theory and practices; thorough knowledge of principles and practices of revenue and expenditure forecasting, investments, budgeting and financial management;
- Thorough knowledge of pertinent federal, state and local statutory or regulatory provisions and standards;
- Thorough knowledge in evaluating and forecasting governmental entities financial conditions;
- Self-sufficient level of knowledge of office tools to include spreadsheets, presentation, email and word processing software (MS Office Products);

- Thorough knowledge of banking practices and methods involved in the receipt, collection, custody, transfer and disbursement of public funds as well as banking, cash and related fiscal records;
- Ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with jurisdiction and agency employees, elected officials, bank officials, regulatory officials and the general public.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a Master's Degree in Public or Business Administration with major course work in finance, financial management, accounting or related field and 5-8 years of experience in public finance administration.

Experience must include 5 or more years of experience with complex financial transactions related to investments and debt at a professional level preferably in governmental accounting and financial management.

Semiannual Statements of Economic Interest are required.

Must be bondable.

PREFERRED CHARACTERISTICS:

- Professional demeanor
- Strategic thinker, results driven.
- Ability to respond flexibly as part of a small staff with significant time demands.
- Understanding that nature of position requires some evening work (e.g. deadlines, committee meetings, public hearings).
- Ability to work well with elected and senior appointed officials.
- Ability to express oneself orally and in writing in a coherent, clear and understandable manner.
- Ability to originally write and present complex material clearly and concisely.
- Experience with general ledger accounting software.
- Experience with Tracker Portfolio Management Software

WORK ENVIRONMENT:

Work will typically be performed in a quiet, office environment. Support to Authority (and potentially committee) meetings will be in a public meeting environment that may be crowded and sometimes noisy. Authority and committee meetings are often conducted during evening hours. Attendance at other regional evening meetings may be required.

NVTA will not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation or disability in recruitment, selection, and hiring.