



NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

POSITION TITLE: Financial Analyst

REPORTS TO: Assistant Finance Officer

BACKGROUND:

The Northern Virginia Transportation Authority (NVTA) is the regional multi-modal transportation planning and funding entity for Northern Virginia. NVTA finance staff administers \$260 million in annual revenues, over \$3 billion in project commitments, an average monthly positive cash flow of approximately \$15 million, and a \$1 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 small staff of 12. Led by an Executive Director, the office has two functional areas; Planning (staff of five); and Finance (staff of four). The staffing compliment also includes a Board Clerk as well as a Communications and Public Affairs Manager.

The Financial Analyst position was established in FY2020 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, with special projects assigned by the Chief Financial Officer (CFO).

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. Producing financial statements in accordance with GAAP and GASB, supported through documented general ledger actions, journal entries, reconciliations, interfaces and reporting procedures.
 - iii. Reconciliation of bank and investment accounts as well as reconciliation of special function accounts.
 - iv. Review and make recommendations on project reimbursement requests in accord with Authority policy and procedural guidance.
 - v. 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. Other typical finance/accounting functions such as budget, revenue administration, project expense tracking and administrative functions are overseen through 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 Executive Director, committees and the governing body.

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 project a professional demeanor at all times 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 or Finance, followed by 4 or more years of relevant professional experience preferable with governmental fund accounting.
- Extensive computer skills required, including Excel, Word and PowerPoint.
- 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 strongly preferred

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.

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

COMPENSATION AND BENEFITS:

Starting Salary \$70,000 to \$80,000.

Health, Dental and Vision Insurance (Anthem BC/BS – Key Advantage Expanded)

Virginia Retirement System Membership

APPLICATION INSTRUCTIONS:

Please email a cover letter and resume to recruitment@thenovaauthority.org.

First review of resumes will occur on May 27, 2019.

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