



## Northern Virginia Transportation Authority

*The Authority for Transportation in Northern Virginia*

### NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

**POSITION TITLE:** Senior Accountant

**REPORTS TO:** Deputy Chief Financial Officer

**SALARY:** Starting at \$95,000. Hiring salary dependent on experience.

The Northern Virginia Transportation Authority (NVTA) is seeking a highly motivated and skilled Senior Accountant to join our team. This position is an excellent opportunity for a seasoned accountant to create regional benefits for the community where they live.

#### **BACKGROUND:**

NVTA is a regional governmental entity dedicated to long-range transportation planning. Through a dedicated revenue stream, NVTA invests in multimodal transportation solutions to reduce congestion across the region. NVTA is comprised of an enthusiastic team committed to improving transportation in Northern Virginia.

NVTA's primary responsibilities include updating TransAction, the long-range transportation plan for Northern Virginia and adopting a significant funding program, typically valued in excess of \$600 million, every two years.

In just over a decade, NVTA has directly invested \$3.8 billion in transportation projects spanning transit, rail, roadway enhancements, technology, bicycle and pedestrian infrastructure, and intersection/interchange improvements, across the Northern Virginia region.

Through the combination of NVTA's Regional Revenue and Local Distribution Funds, NVTA's investments are expected to:

- create 42,000 new jobs, with 90% remaining in Northern Virginia
- save 400 million hours of travel time by 2035,
- and provide \$6 billion in monetary savings for Northern Virginia taxpayers.

NVTA finance staff administer \$470 million in annual revenues, over \$3 billion in capital project funding, and approximately \$2 billion in fixed income investments.

Through NVTA's financial resources, and following a rigorous project analysis, evaluation and ranking system, NVTA 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 20 with two functional areas, Transportation Planning & Programming and Finance/Administration. Work involves performing difficult accounting and financial management functions under the general supervision of the Deputy Chief Financial Officer. NVTA's unique small staff size, with substantial financial complexity requires an individual capability of independent work and judgement.

**FUNCTIONAL RESPONSIBILITIES:**

- a. Provide accounting support for Authority administrative and project funding functions through:
  1. General ledger, financial statement accounting and accounts payable support, processing transactions in the accounting system using programmed functions as well as ability to create accurate journal entries.
  2. Assist in the maintenance of proper internal controls and standard operating procedures for the accounting and budgeting functions by monitoring revenue, expenditures, assets and liabilities. Provide suggestions to improve the management of accounting practices and procedures to ensure accounting compliance and accuracy.
  3. Manages fixed assets additions, adjustments, dispositions and resolves issues.
  4. Assists in obtaining new project grants and awards; ensure grant expenses are in compliance with fiscal policy, federal and state guidelines and adopted budget. Examines new grant awards and condition letters to identify funding sources and requirements of the grants.
  5. Process grant drawdowns, coordinate with planning and programming to ensure accountability and compliance with rules and regulations.
  6. Assists in the year end closing process, preparation of the annual year end audit and preparation of the annual financial reports.
  7. Assist in the production of the financial statements in accordance with GAAP and GASB, supported through documented general ledger actions, journal entries, reconciliations, interfaces and reporting procedures.
  8. Reconciliation of bank and investment accounts as well as reconciliation of special function accounts.
  9. Review and make recommendations on project reimbursement requests in accord with Authority policy and procedural guidance.
  10. Monitor revenue received from the Commonwealth of Virginia, develop revenue estimates taking into account micro, regional and macro-economic changes.

- b. Provide backup and redundancy for the General Ledger (Black Mountain), including accounts payable and Portfolio Management (Tracker) systems. Budget development is undertaken and recorded in MS Excel and Black Mountain.
- c. Ensure readiness of assigned areas of responsibilities for annual audits conducted 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 reports.
- 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 Deputy Chief Financial Officer.
- Comfortable working with minimal supervision; able to set own agenda and timelines with general guidance and meeting Authority deadlines.
- Knowledge of government, general ledger accounting, including grant accounting; account reconciliation methods, account preparation, review and control methods.
- Ability to analyze complex problems and situations.
- 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 five 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 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 evening meeting participation and attendance is required. Current schedule permits 2 days of remote work (Monday and Friday) subject to change.

Work is performed in a dynamic environment that requires sensitivity to changing goals, priorities and needs.

**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. To apply or ask questions, please send a cover letter and resume to [recruitment@thenovaauthority.org](mailto: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.**