

Finance Manager, WSDOT Project

Electronic Transaction Consultants (ETC) is a leading toll collection solutions and services provider that delivers empowering electronic toll collection solutions through systems integration, consulting, maintenance and operations services.

We are seeking an experienced, knowledgeable Finance Manager to support the finance and accounting functions of the Washington State Department of Transportation *Good to Go!* program and Customer Service Center.

This position is located in Seattle, in the University District area. It is full-time, exempt and receives a comprehensive benefits package including health insurance, life insurance and paid time off.

Job Summary

The Finance Manager reports to the Program Manager and is responsible for the financial functions of the CSC including reconciliation, reporting and auditing.

Essential Duties and Responsibilities

This position includes but is not limited to the following functions:

- Responsible for the supervision of the finance staff and ensure daily financial reconciliation of all CSC funds and lane transactions.
- Responsible for the daily financial reconciliation of CSC funds processed by third party vendors, including Payment Processing, Collections and Merchant Services.
- Monitor departmental activities through periodic reports submitted by subordinate supervisory personnel and by inspections of work and projects in process; analyze and evaluate work methods with a view toward increasing efficiency and customer satisfaction.
- Provide employee performance appraisals, set career development goals for staff, reward and discipline employees.
- Implement WSDOT financial audit and control policies and procedures to be instituted in the operations of the CSC.
- Ensure that the CSC accounting procedures are in accordance with Generally Accepted Accounting Principles (GAAP).
- Ensure that checks and balances are instituted to minimize errors and omissions.
- On a daily basis generate the trial balance and ensure that the accounts balance.
- Perform daily, monthly and annual reconciliations of all Subsidiary Ledger accounts.
- Provide daily Subsidiary Ledger activity for WSDOT, in a downloadable format compatible with the WSDOT's Financial Management System.
- Meet with WSDOT as required to review the financial reconciliation of revenue and funds.
- Manage Contractor funded account and sign checks mailed to customers and vendors.
- Manage and control check issuance, redemptions/cancellations, stop payments, voids, reissues, and stale date of checks.
- Receive process and pay vendor NOIs related to WSDOT's customer service operation.
- Maintain internal controls at a level acceptable to WSDOT's auditor(s) and management.
- Be responsible for waivers and write-off that need supervisor approval as defined in the established WSDOT internal control policies and procedures developed during the Design phase.

- Provide ad hoc information to WSDOT Management upon request.
- Provide all information requested by WSDOT auditor(s) and Management in accordance with the audit schedule

Qualifications / Requirements

Bachelor's Degree (BA) in accounting from an accredited four-year college or university; supplemented by five to seven years in a supervisory/ management capacity, preferably in the field of tolling or customer service; or equivalent combination of education and experience.

- 7 years finance experience, experience in governmental accounting preferred
- Working knowledge of GAAP accounting
- Active CPA required
- 2+ years financial analysis and reporting
- Understanding of effective human communication, interactions, and dynamics
- Strong time-management skills, problem-solving skills, and analytical skills
- Strong client relations ability
- Demonstrated productivity in a team environment, focusing on Customer Satisfaction
- Highly developed sense of integrity and commitment to operational excellence
- Must possess excellent computer skill-sets with the ability to create and generate multiple QA reports, proposal improvements, and presentations. A strong knowledge of MS-Office products such as Excel, Access, PowerPoint, and Word is highly desirable.

To apply, please send your resume to Wiley.Flowers@etcc.com and indicate your interest in the Finance Manager position located in Seattle, Washington.

To learn more about ETC, please visit <http://www.etcc.com>; to learn more about the WSDOT Good to Go! program, please visit <http://www.wsdot.wa.gov/goodtogo/>.