



MAINE TURNPIKE AUTHORITY

Job Description

Job Title: Controller
Pay Range: Management/Confidential 22
Reports To: Director of Finance

Department: Accounts & Control
FLSA Status: Exempt

Summary

The Controller is responsible for the daily accounting operations of Maine Turnpike Authority. This includes the production of financial reports, budget development, maintenance of accounting records, auditing, and a comprehensive set of controls and procedures. The Controller is also responsible for the accuracy of MTA's reported financial results and ensuring they comply with generally accepted accounting principles or financial reporting standards.

Essential Job Functions

These functions reflect management's assignment of essential duties; it does not prescribe or restrict all the tasks that may be assigned.

- Prepares reports that summarize and forecast MTA business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
- Manages preparation of departmental budgets under the Director of Finance.
- Ensures the quality, accuracy, and security of all financial and statistical information.
- Manages all payroll, accounts payable, fixed assets, prepaid assets, purchasing, and accounts receivable functions.
- Manages a monthly accounting close process and prepares monthly internal financial statements.
- Prepares annual comprehensive financial reports and all accompanying schedules and notes.
- Prepares monthly cash transfers.
- Maintains the Fed Wire, ACH, and other electronic fund systems.
- Maintains all interagency receivables and payables related to the EZPass® System.
- Advises management on desirable operational adjustments due to tax code revisions.
- Arranges for audits of MTA's accounts, coordinates with the efforts of external auditors, and develops and implements audit procedures.
- Prepares reports required by both state and federal regulatory agencies.
- Conducts regular analysis of investment portfolio performance and makes recommendations to maximize performance without compromising the value of the portfolio.
- Trains and develops staff to ensure that accounting records are being maintained in keeping with the changing needs of the MTA.
- Posts data to general ledger accounts from subsidiary records and reports and maintains trial balances and prepares financial reports.
- Makes independent decisions in the areas of banking, cash management (allocation of financial resources), accounting (financial statement scheduling), assignment of projects among departments, policies and procedures development, and cash vs. investment decisions.
- Ensures MTA insurance coverages adequately protect the properties, interests, and operations of MTA and are renewed on a timely basis.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations under applicable law may be made to enable qualified individuals to perform these essential functions.

Supervisory Responsibilities

- Directly supervises employees in 13 classifications within four (4) work units: Finance, General Accounting, Purchasing, and Program Accounting.
- Ensures that the responsibilities, authorities, and accountability of all direct subordinates are defined and understood.



- Interviews and trains employees; appraises performance; rewards and disciplines employees; and motivates staff to achieve goals.

Position Qualifications

- Bachelor's Degree in Accounting, Finance, or related field; Master's Degree preferred.
- 5+ years relevant experience.
- 2+ years supervisory experience in accounting.
- Excellent computer skills to include knowledge of a variety of computer software programs, including the Windows Office Suite.
- Advanced modeling in Excel and Access.
- Knowledge of public financing, fund accounting, budgeting in a public entity, municipal and governmental debt issuance preferred.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, patrons, and the general public.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to apply advanced mathematical modeling techniques for purposes of forecasting potential organizational and financial performance.
- Excellent analytical, problem-solving, and decision-making skills.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagrammatic form and deal with several abstract and concrete variables.
- Ability to handle confidential information with a high level of discretion and establish and maintain essential records and files.
- Strong financial management, team/people management, and leadership skills.

Working Conditions/Physical Demands

- Regularly required to sit for prolonged periods of time.
- Often required to stand, walk, and use hands to operate the keyboard of a personal computer and other office equipment.
- Occasionally must lift and/or move up to 10 pounds.
- Specific vision abilities include close visual acuity and to adjust focus quickly.
- Professional office work environment.
- Normal hours of work are eight (8) hours per day, forty (40) hours per week, Monday to Friday, though this position is subject to working some non-routine hours; must be available to come in early or work late on occasion.
- Ability to travel.