

## CHIEF FINANCIAL OFFICER

### Finance:

Determine plan of finance for 10-year capital plan – work with financial advisor and consultants to determine adequate tolling levels and borrowing needs to ensure adequate funding

Work with financial advisor to prepare debt issuance; prepare for rating agency presentations; work with legal counsel to prepare documents

Work with investment bankers to structure debt issue

Responsible for compliance with Master Bond Indenture as well as Trustee agreements, IRS tax code, and SEC continuing disclosure requirements

Maintain dialogue and relationship with rating agencies

Maintain and prepare information for state legislature as it relates to new borrowing authorizations

### Budgeting:

Prepare annual operating and debt service budget

Perform analytics on a monthly basis

Prepare budget for submission to legislature

### Accounting/Auditing:

Responsible for the integrity of the Authority's financial information

Determine, create, & process required journal entries on a monthly basis

Perform monthly reconciliation of general ledger accounts

Review & approve determination of monthly revenue

Review & approve all accounts payable; process checks

Manage payment of construction requisitions

Review & approve all reciprocal traffic and revenue activity with sister EZ-Pass agencies

Manage violation and payment processing and accounts receivable

Manage Unpaid Tolls accounts receivable

Manage & review all payroll, health/medical insurance & 401(k) financial transactions

Accounting/Auditing: (con't)

Create monthly financial statements as well as traffic & revenue reports

Prepare annual financial reports

Manage & work with independent auditor for year-end independent audit; create & publish final financial report

Cash Management:

Responsible for the daily cash position of the Authority

Responsible for the successful implementation of the investment strategy for all reserve funds

Responsible for compliance of investment strategy as allowed in the Authority's Master Trust Agreement

Commercial Insurance:

Responsible for the management of all insurance policies and claims

Human Resources:

Responsible for on-boarding of new employees

Manage health/medical benefits for Authority employees with carriers

Manage renewals of health plans with broker

Manage Authority's 401(k) plan

Manage payroll records, PTO, workers' compensation

Purchasing Agent:

Responsible for compliance with Authority purchasing rules and contracts management

Miscellaneous:

Responsible for records retention, fixed assets

Responsible for compliance with all federal and state laws as they relate to the business of the Authority's financial and operational activities