

**RHODE ISLAND TURNPIKE AND BRIDGE AUTHORITY**  
**Job Description**

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**Job Title:**               **Controller**  
**Department:**         Finance  
**Reports To:**           Chief Financial Officer  
**FLSA Status:**         Exempt

The Controller is responsible for all areas relating to financial reporting. This position maintains accounting principles, practices, and procedures to ensure accurate and timely financial statement preparation. The position addresses a multitude of accounting activities including general ledger preparation, accounts payable, financial reporting, year-end audit preparation and the support of budget and forecasting activities. The Controller will interact with senior level employees and requires strong interpersonal communication skills, both written and verbal. The ideal candidate will be team oriented and self-motivated and demonstrate an ability to communicate effectively with a wide range of individuals and groups.

**Essential Duties and Responsibilities**

- Responsible for all financial transactions and maintenance of the general ledger, recording of expenses and revenues
- Coordinate the accurate completion of all reconciled bank statements and all adjusting entries
- Prepare all Financial Reports for monthly board meeting
- Complete month and year end close
- Prepare year-end financial statements and supporting schedules for audit
- Assist in the creation and compiling of all audit information and schedules
- Manage and comply with local, state, and federal government reporting requirements
- Prepare financial analyses, reports and special projects as directed by the CFO
- Other duties as needed

**Required Knowledge and Skills**

- Bachelor of Science in Accounting, CPA, MBA preferred with a minimum of five years' experience
- Experience in a governmental and construction environment preferred
- Proficiency in Microsoft Office
- Experience with Microsoft Dynamics, Great Plains and FAS software
- Experience in tolling industry (EZ Pass) a plus
- Strong verbal and written communication skills
- Must possess a high ethical and moral character as privileged access to confidential data will be an essential component of the job function
- Must have excellent analytical skills

- Must be able to organize and prioritize work, be proactive, work independently, be self-directed and self-motivated
- Expert problem-solving skills understanding the importance of timely resolution and follow-through

### **Application Procedure**

Please send cover letter and resume to:

- Marianne Durgin, Executive Assistant to the Director  
Rhode Island Turnpike and Bridge Authority, PO Box 437,  
Jamestown, RI 02835
- Or electronically to: [MDurgin@ritba.org](mailto:MDurgin@ritba.org)
- For questions please call: 401-423-0800
- Closing Date: Open Until Filled

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