



Metro-North Railroad

CAREER OPPORTUNITY

DEPUTY CONTROLLER - REVENUE

Location: 347 Madison - 18th Fl

Reference #: 005648

Grade: I Salary Range: Min: \$90,405 / Mid: \$113,006 / Max: \$135,605

Post Date: 7/6/2010

Close Date: 9/22/10

OPENING

MTA Metro-North Railroad, an organization with a vital role in the economy of New York State and Connecticut, is a subsidiary agency of the Metropolitan Transportation Authority (MTA), the largest such authority in the United States. Metro-North is a dynamic organization with a strong focus on customer service, safety, new technologies, and service expansion. With a staff of approximately 5,900 people, Metro-North serves more than one million customers per week over 384 miles of rail that link historic Grand Central Terminal (GCT) in New York City and 120 stations in New York State and Connecticut. Metro-North rewards employee resourcefulness, encourages innovation and offers excellent job opportunities in a challenging and diverse environment.

POSITION OBJECTIVE

Plans and directs the activities of Metro-North Railroad's Revenue Accounting Department. Major activities comprise of the accounting, reporting and auditing of all fare revenues, corporate billings/collections and Treasury responsibilities.

RESPONSIBILITIES

Directs the activities of the Passenger Revenue Accounting group for the accounting, reporting, operations and controls of all ticket revenues and distribution venues, ticket stock control, refunds and audits. Directs the implementation of new revenue tariffs as required.

Directs the activities of the Accounts Receivable/Mail & Ride group for the billings and collections to third parties and intra-agencies for billable labor, invoices and Mail & Ride customers.

Directs the activities of the Treasury Department to ensure that all cash received, disbursed and invested is in accordance with company policy utilizing proper internal controls and that transactions are recorded both timely and accurately. Accurately forecast all cash activity.

Establishes system controls for new financial systems and develop procedures to improve existing systems which include all revenue accounting systems, banking software, Mail&Ride, Accounts Receivable and PeopleSoft systems. Responsible to direct the coordination efforts with Information Technology and the MTA Business Service Center.

Work with the MTA, its agencies, and other Metro-North departments to plan, design and implement the next generation of revenue systems utilizing Smartcard technology. Develop proper internal controls, auditing techniques and reporting to serve the informational needs of the company.

Direct the audit programs and compliance for revenue sales and collections for all ticket selling venues including the Ticket Office Machines, Ticket Vending Machines, Mail&Ride, WebTicket and Conductor sales.

Development and implementation of goals, policies, priorities and procedures relating to Passenger Revenue Accounting, Accounts Receivables and Treasury in accordance with Generally Accepted Accounting Principles and Corporate policies and goals.

Ensure compliance with all billable contractual requirements to outside entities such as the MTA, Connecticut Dept. of Transportation, Federal Transit Administration and AMTRAK, and ensure the timely collection of all billings.

As required, assume responsibilities of the CFO or Deputy Controller Accounting, which directs the functions of General Accounting, Accounts Payable, Payroll and Subsidy Accounting.

REQUIRED QUALIFICATIONS

In-depth knowledge of General Accepted Accounting Principles (GAAP).

Knowledge of revenue collection processes.

Demonstrated problem solving and analytical skills with the ability to identify technical and non-technical problems and evaluate alternative solutions.

Demonstrated management skills with the ability to manage results.

Demonstrated project management and organizational skills.

Demonstrated ability to exercise a high level of independent judgment and decision making.

Excellent oral and written communications skills.

Demonstrated leadership skills to effectively direct and motivate a multi-level diverse staff.

Excellent ability to operate effectively in high pressure situations; must be flexible and adapt to change.

Excellent interpersonal skills with the ability to communicate effectively with all levels in the Company, governmental agencies, auditors, MTA and other external contacts.

Proficiency in Microsoft Office Suite and/or comparable applications.

Working knowledge of automated financial systems, preferably PeopleSoft.

Strong ability to adhere to deadlines to ensure accurate and efficient reporting of data.

PREFERRED QUALIFICATIONS

Working knowledge of PeopleSoft financial systems.

Working experience managing revenue systems/point of sale systems, Treasury systems.

Proficiency in Microsoft Access.

REQUIRED EDUCATION/EXPERIENCE

Certified Public Accountant.

Bachelor's Degree in Business, Accounting, Finance or related field.

Minimum seven (7) years of progressively responsible business experience in accounting or finance which includes in depth knowledge of at least one of the following areas: Revenue Accounting, Accounts Receivable or Treasury functions.

Minimum five (5) years experience managing a diverse multi-functional support staff.

PREFERRED EDUCATION/EXPERIENCE

MBA in Accounting or Finance.

SELECTION CRITERIA

To be selected for a position, an applicant must: (1) meet the minimum requirements in the job posting, (2) pass a written examination (if applicable), (3) satisfy a background investigation (which includes credit, if applicable), and (4) pass an oral interview, during which the interviewers will further evaluate the applicant's qualifications for the position. Because the selection process is competitive, not all qualified applicants are granted an interview. Metro-North may also require the applicant to undergo a physical ability test, and, if the Company extends a conditional offer, may require him or her to undergo a medical examination, which may include toxicological testing.

For applicants who are current employees, you must be in active service and have worked in your present position for at least one year to be eligible to apply for a posted position. In addition, Metro-North employees are also subjected to an internal investigation, which includes an evaluation of their safety and discipline records, their performance assessments, and of their time and attendance records (including early quits and late starts) for the preceding 30 months. During the 30 month review period, the maximum number of occurrences allowed is 15, and the maximum number of patterns allowed is 8. (An "occurrence" is any absence or consecutive absences of four or more hours, and a "pattern" is an absence preceding or following rest days, holidays, vacation days, etc.) For employees with fewer than 30 months of service, the entire period of their employment is reviewed, and the maximum allowable number of incidents is pro-rated. Absences excused in accordance with Company Operating Procedures are not included for purposes of assessing whether attendance is satisfactory. If occurrences and/or patterns exceed the maximums allowed, the employee's attendance is deemed unsatisfactory, and he or she is disqualified from further consideration, even if he or she has not been previously warned about his/her attendance.

We offer a competitive salary and a comprehensive benefits package.

Note: Applications received after the application deadline may not be considered. If interested, please apply online at

www.mta.info

MTA Metro-North Railroad is an Equal Opportunity Employer