



Stephen Nutter (VA), President  
IFTA, Inc. Board of Trustees

[stephen.nutter@dmv.virginia.gov](mailto:stephen.nutter@dmv.virginia.gov)

## JOB ANNOUNCEMENT

### IFTA Business Supervisor

#### Position Description:

- Oversee all fiscal reporting within IFTA, Inc.
- Manage budget and accounting functions for preparation of monthly billings, collections, taxes, and accounting functions.
- Present all payments with supporting documentation to Executive Director for approval and signature.
- Ensure that procedures for Clearinghouse funds are in compliance with currently established standards and policies.
- Work directly with the financial and Service Organization Control auditors to provide documentary assistance and resolution for any issues stemming from the audit findings.
- Serve as an advisor for human resource related activities, including payroll.
- Coordinate and/or participate on various teams with stakeholders as required.
- Identify and report any work flow issues to the Executive Director.
- Ensure compliance with the IFTA, Inc. Clearinghouse established by the IFTA Articles of Agreement, Article XXI, Section R2100 and all access agreements submitted by member jurisdictions.
- Any other duties assigned by Board.

#### Qualifications:

- Experience managing people and projects in a remote environment.
- Detail oriented.
- 5+ years of management experience.
- Bachelor's degree in business administration, accounting or related field. Equivalent experience may be substituted.
- Demonstrated ability to apply and oversee policies and procedures within time and budget constraints.
- Successful track record of developing and managing monthly financial processes and procedures.
- Ability to analyze policies and procedures to recommend and implement improvements.
- Proficiency with implementation of strategic plan objectives.
- Demonstrated outstanding organizational and communication skills.
- Working knowledge of the IFTA Bylaws, Articles of Agreement and Procedures Manual preferred.

**Salary:** \$75,000 - \$95,000 depending on experience

Resumes must be submitted on or before **May 16, 2018**.

Please submit resumes to: [IFTAjobspot@gmail.com](mailto:IFTAjobspot@gmail.com)