

THE PORT AUTHORITY OF NY & NJ

Tunnels, Bridges and Terminals Department E-Z Pass Programs

The Tunnels, Bridges & Terminals Department operates four bridges, two tunnels, a bus terminal and a bus station and collects over 1.3 billion in revenues each year. This is an exciting time to join Tunnels, Bridges and Terminals (TB&T) as the department embarks on several projects that will re-shape transportation in the region including, the raising of the Bayonne Bridge, rebuilding the Goethals Bridge and the implementation of an all-electronic tolls system.

JOB TITLE: Staff Operations Planning Analyst

LOCATION: World Trade Center, New York City

RESPONSIBILITIES:

Reporting to the Program Director, All Electronic Toll Collection (AETC), the selected candidate will be responsible for:

- Monitoring of monthly expenses and variances, preparing monthly accrual memo for Comptroller's for the unit's operating and capital expenses, and completing ad-hoc financial reporting as required
- Manage and tracking the DMV Agreement effort between the Port Authority and DMV's in all fifty states to establish/renew data-sharing agreements for the purpose of invoicing toll evaders at our facilities
- Support contract administration functions pertaining to the contracts that support the E-Z Pass system, including Customer Service Center (CSC), in-lane toll collection equipment maintenance, system administration, violations collections, tag and equipment procurement and disposal, and various consultants. As well as exercising extension options, creating Change Orders Requests and Purchase Order Requests for these contracts
- Other specific duties include, but are not limited to maintaining an inventory tracking system of PA E-Z Pass tags in inventory at the NY E-Z Pass Customer Service Center; maintaining records for user access to the toll collection system including the inventory of system access cards and authorization of ITCS and Plaza Supervisor accounts; preparation of reimbursement memos for the E-Z Pass interagency group (IAG), and processing the monthly replenishment of the E-Z Pass Refund Account

QUALIFICATIONS:

- Must possess a Bachelor's Degree from an accredited college or university. A background in Finance, Accounting, or Economics is preferred

DESIRABLE:

The ideal candidate will present the following qualifications profile:

- Demonstrated experience with contract services and administration
- Demonstrated ability to communicate effectively, both orally and in writing, with all levels of the organization and outside entities
- Proficiency in SAP, BudgetPRO, Excel, Microsoft Word, PowerPoint
- Thorough knowledge of Port Authority's policies, practices and procedures, including those related to the budget process

HOW TO APPLY:

Interested candidates can view the full job description and apply online by visiting our careers website at: **www.JoinThePortAuthority.com**. Click on "Apply Online" – Find the job title or Job ID 29403 in the list of posted jobs, and submit a combined MS Word resume and cover letter.

EQUAL OPPORTUNITY EMPLOYER

The Port Authority of New York & New Jersey/Port Authority Trans-Hudson (PATH) is an Equal Opportunity Employer.