



SOUTH JERSEY TRANSPORTATION AUTHORITY

**FARLEY SERVICE PLAZA • P.O. BOX 351
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Mikie Sherrill
Governor

Priya Jain
Chair

Dr. Dale G. Caldwell
Lt. Governor

Stephen F. Dougherty
Executive Director

JOB POSTING

Position: Audit Manager of Electronic Revenue

Location: Farley


Salary: \$85,000 - \$90,000


Closing Date: April 9, 2026

All requests for the above position are to be sent in writing to Tina Harvey, Human Resource Manager no later than the Closing Date listed above.

The final salary will be commensurate with experience and education. Employees may be eligible for merit increases each year upon satisfactory performance evaluation. SJTA offers comprehensive health coverage, generous paid leave, pension membership, telework options, and a strong work life balance – including a 40-hour week with paid lunch time. SJTA is an Equal Opportunity Employer.

Please refer to the attached for job description.

Approved: 
Stephen F. Dougherty, Executive Director


Tina Harvey, Human Resource Manager

Dates Posted: April 2, 2026, through April 9, 2026

Locations Posted: East, West and Central Maintenance, Pleasantville Tolls, State Police, State Police Garage, Administration Building, EZ Pass Customer Service Center, Atlantic City Welcome Center, Airport, Airport Firehouse, Airport Parking, Airport Trailer, Engineering, Snow Equipment Bldg., ESP, Transportation Services and SJTPO

The Authority is an equal opportunity employer. The policy of the Authority is that all employees will be treated equally without regard to race, creed, color, religion, national origin, ancestry, age, sex, marital status, domestic partner status, familial status, domestic partnership status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, veteran status, disability or handicap or for any other reason prohibited by law. Such employment action includes, but is not limited to the following: employment, promotion, demotion, transfers, layoffs and termination, recruitment and selection for training and all Authority sponsored social and recreational programs.

SOUTH JERSEY TRANSPORTATION AUTHORITY
POSITION DESCRIPTION

POSITION: Audit Manager of Electronic Revenue

DEPARTMENT: Finance

NAME: _____

DATE: April 2026

REPORTS TO: Deputy Director of Finance

SALARY RANGE: 8

Job Summary:

The Manager of Revenue Audit oversees all activities related to revenue assurance, reconciliation, and financial integrity within the Authority's All Electronic Tolling (AET) collection environment and Airport parking audit functions. This position plays a critical role in safeguarding financial assets by monitoring, reconciling, and analyzing transaction data from multiple tolling and payment systems.

Job Responsibilities:

- **Leadership and Oversight:**
 - Develop and implement audit plans, schedules, and procedures to ensure accuracy in AET revenue reporting and Airport parking audits.
 - Supervise and mentor the Revenue Audit team, providing guidance, training, and performance evaluations.
 - Collaborate with cross functional teams, including Finance, Transportation Technology, and Airport, to ensure timely and accurate AET toll and Airport parking revenue recognition.
 - Plan, design, and perform internal audit procedures for revenue contracts
 - Design and monitor internal controls and related procedures to ensure accurate financial reporting and operational efficiency.

- **Revenue Reconciliation and Analysis:**
 - Oversee daily, monthly, and annual reconciliations of AET transactions, payments, and deposits, ensuring alignment between the Authority's AET host system, E-ZPass back-office systems, and financial records.
 - Review and verify the accuracy of AET transactions, adjustments, violations, and refunds processed through the E-ZPass back-office systems.
 - Oversee the calculation, reconciliation, and remittance of AET revenues for the Cape May County Bridge Commission (CMCBC) hosted by the Authority, ensuring accuracy and timeliness until such time as CMCBC operations are no longer administered by the Authority.
 - Monitor system performance and data integrity from AET roadside collection points through to financial settlement processes.
 - Perform regression analysis for correlation of toll revenue and traffic patterns.

- **Reporting**
 - Prepare AET toll audit summaries, variance analyses, and comprehensive transaction reports detailing findings and trends for executive management review.
 - Generate AET transaction and monthly revenue reports for submission to the Authority's Traffic consultants, ensuring timeliness and accuracy.

- **Discrepancy Investigation**
 - Identify, research, and resolve issues stemming from anomalies or inconsistencies between data generated by the Authority's AET host system and E-ZPass back-office reporting systems.
 - Formulate and direct policies related to customer complaints involving E-ZPass Plus parking operations and oversee staff in the evaluation and resolution of such complaints.
- **Documentation**
 - Maintain thorough audit records, procedures, and supporting documentation to support internal and external financial audits.
- **AET System Collaboration**
 - Work closely with the Authority's AET system integrator, state agencies, and internal stakeholders to ensure accurate data flow, revenue recognition, and financial controls.
 - Collaborate on system upgrades, testing, and validation to maintain data accuracy and reporting functionality.
- **Process Improvement**
 - Recommend and implement process enhancements to improve accuracy, efficiency, and accountability in AET and parking revenue collection and reporting.
- **Other Key Functions**
 - Provide department budget recommendations and exercise financial control within approved budgets.
 - Direct staff in performing special projects as assigned by the Director of Finance.
 - Recommend the adoption of new or revised policies to strengthen operational and financial performance.
 - Perform other related duties and special projects as assigned by management.

Knowledge and Abilities:

- Knowledge of basic accounting principles, GAAP, and financial analyses.
- Ability to communicate effectively in oral and written forms.
- Must demonstrate superior analytical skills.
- Ability to carry out independent assignments.
- Knowledge of and ability to use computer software programs relevant to accomplishing job duties including, but limited to, Microsoft Office programs and financial systems.

Supervisory Responsibilities:

- Directly supervises all staff in Revenue Audit.

Qualifications:

Education:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field required.
- CPA preferred.

Experience:

- 5 Years experience in accounting and/or auditing; 5 years supervisory experience.

Physical Requirements:

- Ability to work indoors at a desk for extended periods of time.
- Ability to work outdoors traveling to other job sites as needed.
- Ability to lift and carry 10-20 pounds as needed.
- Listen, talk, interact, and effectively communicate with other employees, supervisors and outside contacts.
- Standing and/or sitting for extended periods of time.
- Use of phone and/or computer for extended periods of time.
- Bending, reaching and twisting in the performance of daily job functions.
- Seeing, reading, writing, utilizing a computer keyboard, mouse and other computer implements.
- Ability to work a set schedule consistent with job and/or business needs.
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Disclaimer: This job description is not intended, nor should it be construed to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with a particular job. It is intended to be only a general description of the principal requirements common to a position of this type.