



## Toll Auditor-Collector Reconciliation Ohio Turnpike – Berea, OH

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The Ohio Turnpike & Infrastructure Commission is seeking an experienced professional to work as a Toll Auditor-Collector Reconciliation in our Toll Audit Department at the Administration Building in Berea, OH. Please consider bringing your experience, talents, and goals to one of Northern Ohio's vital resources and join the future of transportation.

If you are interested, here's some of what we can offer you:

- Salary range from \$50,836.24-\$63,018.28 annually
- Excellent pension and health care benefits
- Generous paid leaves
- Stability

### **Main Job Duties:**

- Responsible for comprehensive audit and reconciliation of exit collector and automated toll payment machine (ATPM) data.
- Receives, sorts and analyzes all information pertaining to exit toll collector "tours" including: Exit Collector Daily Reports, validated toll tickets, Tour of Duty Slips, Special Use Cards, in-lane credit card sales receipts, customer Unpaid Toll Reports, various "hand-sorted" toll tickets, ATPM Intervention Reports and other miscellaneous materials.
- Identifies and investigates the occurrence of various unusual occurrence codes in the work of exit toll collectors including, but not limited to: emergency vehicle processing, use of the damaged ticket procedure, u-turn transactions, violation transactions, fare override procedures, etc.
- Reviews real-time and stored video images to verify lane discrepancies.
- Verifies that collector cash deposits, credit card sales, unpaid tolls, "paid" unpaid tolls, permit fees, etc. are accurately classified, tabulated and assigned to the correct exit collector tours on the correct dates.
- Investigates cash variances and other discrepancies as required and makes adjustments to the toll audit system as circumstances dictate.
- Supports personnel of the Customer Service Center personnel with the investigation of anomalies in toll transactions.
- Prepares an electronic "Daily Sheet" to summarize and document various elements of the audit work performed.
- Reviews and finalizes data that reflects, as accurately as possible, physical lane activity and the correlative ATPM and exit collector activity.
- Supports Accounting Department requirements as well as the production of Exit Toll Collector Grade Reports utilized by the Toll Operations Department.
- Participates in the development, performance, and documentation of toll audit procedures for effective control of modernized toll collection systems and related environments.
- Performs field audit procedures along the 241-mile Ohio Turnpike as directed by the Toll Audit Supervisor and Director of Audit and Internal Control.
- Assists with special projects and activities as specified by the Toll Audit Supervisor and Director of Audit and Internal Control.

**Major Work Characteristics:**

- Effective organizational and analytical skills.
- Must be able to interpret and correlate large amounts of information from a variety of sources.
- Proficiency for learning procedures with software applications that are unique to the toll industry.
- Ability to identify and solve problems involving several variables in a familiar and repetitive context; read, calculate and record figures accurately; copy records precisely without error; sort items into categories according to established methods; meet deadlines; maintain confidentiality.
- Must be able to work effectively in a team environment with other toll auditors who perform similar procedures.

**Education and Experience:**

- Four-year college degree in a related discipline with two (2) years of financial auditing, general business or banking experience required.

**Application Process**

Those interested may apply [HERE](#). This link will redirect you to the Online Application site.

**Applications will be received until position is filled.**

*The Ohio Turnpike & Infrastructure Commission provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*