



# The International Bridge, Tunnel & Turnpike Association (IBTTA)

Vice President Finance & Administration

Vetted  
Solutions  
A PASSION FOR PURPOSE

## Position Overview

The International Bridge, Tunnel & Turnpike Association (IBTTA), the worldwide association for the owners and operators of toll facilities and the businesses that serve them, seeks a Vice President Finance & Administration (VP, F&A) to oversee the International Bridge, Tunnel and Turnpike Association's (IBTTA) financial and administrative functions.

The VP ensures integrity, transparency, and accountability in IBTTA operations, develops the financial and accounting programs and procedures, safeguards the IBTTA's financial and non-financial resources, and ensures establishment and maintenance of adequate systems of internal controls and adherence to financial policies. The VP will oversee the data products strategy, ensuring new product pipelines for IBTTA.

The VP directs and manages finances, operations and data products to support IBTTA's short- and long-term strategic goals. The VP oversees an operating budget of approximately \$7 million annually.

The VP is supervised by the Executive Director/CEO (ED/CEO) and works in partnership with the ED/CEO and the Deputy Executive Director (DED).

## Key Responsibilities

### Financial Management

The VP will promote and implement financial excellence throughout the organization, providing financial planning, budget oversight, and accurate reporting to the leadership team and the Board.

- Partner with the Executive Director/CEO and Deputy Executive Director on strategic planning to achieve IBTTA's mission.
- Provide business and operational analysis, strategic insight, and tactical financial support as a thought partner and trusted advisor.
- Collaborate with the ED/CEO, DED, Finance Committee, and Board of Directors to formulate and implement annual financial strategies in support of IBTTA's operations and strategic plan.
- Oversee the annual finance planning/budgeting processes and prepare the annual operating budget in accordance with GAAP. Work with ED/CEO, DED, staff, and board to develop/implement program and organizational budgets, providing financial insight into growth plans and initiatives.
- Monitor, interpret, and present financial results of operations and programs each month, ensuring consistent financial forecasting is conducted.
- Manage and direct IBTTA's cash flow and investment portfolio consistent with IBTTA policies and in collaboration with external advisor.
- Coordinate the annual audit with an external auditor. Ensure tax forms are properly prepared and timely filed. Oversee licensing, reporting, annual property tax

exemptions, insurance, and reporting requirements.

- Direct and monitor the daily operations of the accounting staff and maintain the systems of internal accounting controls.
- Ensure efficient functioning and documentation for all financial systems including receipts, disbursements, billing, bookkeeping, budgeting, and accounting.
- Supervise the accounting staff and oversee accounts receivable and payable.
- Negotiate/manage project-related contracts with consultants, contractors, and suppliers.

## Administration

- Manage the activities of the IBTTA Foundation in conjunction with the Deputy Executive Director and the Executive Director/CEO.
- Serve as Administrator for employee benefits plans for IBTTA. Monitor performance and compliance of retirement, medical, dental, life, and all other benefits.
- Serve as Administrator for all business and meeting insurances.
- Serve as on staff human resources professional.
- Manage payroll process, payroll liabilities, and benefits including PTO accrual and retirement plans.
- Orient new staff members on internal financial procedures.
- Maintain Employee Handbook, Benefits Manual, and Continuity of Operations plan (COOP).
- Oversee the physical plant with staff including relationship with property manager building owner.
- Manage outsourced services including tech support.
- Oversee insurance, maintenance, and various other matters regarding the office facilities in Washington DC.

## Collaboration

The VP, F&A will work closely with the Executive Director/CEO, the Deputy Executive Director, the VP Communications, Marketing & Media Relations, the Director of Policy & Government Affairs, The Director of Technology as well as the Finance Audit Committees and Investment Subcommittee.

## Experience and Qualifications

The VP will have a passion for organizational management, a strong background in finance and nonprofit management, and experience with human resources.

- Bachelor's degree in accounting or related field, or equivalent experience, required.
- CPA designation preferred. Minimum of 15 years' experience in accounting/ financial management position. Not-for-profit experience preferred.
- Knowledge of Financial Accounting Standards as promulgated by the American Institute of Certified Public Accountants and as relevant to not-for-profit organizations.
- Human Resource and Benefits Administration experience preferred.

- Outstanding communication skills.
- Ability to think strategically, anticipate future consequences and trends and incorporate them into organizational planning.
- Ability to think creatively about staffing and organizational structure.
- Knowledge of the non-profit sector desirable - governance, accountability, and management.
- Exceptional project management skills with strong orientation to achieving results.
- Superior organizational and people management skills. Able to influence and engage direct and indirect reports and peers, coach staff, develop high performing teams, and hold those teams accountable to get results.
- Experience with Association Management Systems and Sage Intacct a plus.

IBTTA, based in Washington, D.C., is strongly and actively committed to diversity in its workplace.

## Digital Presence

Web: <https://www.ibtta.org/>

X: <https://twitter.com/ibtta>

LinkedIn: <https://www.linkedin.com/company/ibtta/>

YouTube: <https://www.youtube.com/user/IBTTA>

# Vetted Solutions

A PASSION FOR PURPOSE

Vetted Solutions is an executive search firm focused on serving the Board, CEO and senior staff recruitment needs of purpose driven organizations.

For confidential consideration, please email your resume and cover letter to [IBTTAVPFASearch@vettedsolutions.com](mailto:IBTTAVPFASearch@vettedsolutions.com) or call +1 202 544 4749.

Partners in Panorama – Asia, Australia, EMEA, Latin America,  
North America Members of the Association of Executive Search  
Consultants – AESC

