

Résumé of

**Virgil E. Finley**

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**Education**

**1962 - 1966 BBA, Accounting, University of Texas, Austin, Texas**

**Experience**

**2010 – Retired from Texas Department of Transportation (TxDOT) in November after approximately 39 years of service**

**2005 - 2010 - Contract/Project Management, Accountant, Texas Department of Transportation**

Responsible for ensuring payment of contracts with financial and legal advisors related to toll projects, and involved with the development and oversight of such contracts.

Reviewed proposed legislation that might affect TxDOT Finance, developed and coordinated development of fiscal impact statements regarding proposed legislation.

Responded to and coordinated responses to open-records requests that involved the Finance Division of TxDOT

**1969 - 2003 - Texas Department of Transportation, Austin, Texas**

**1985 - 2003 - Director, Claims Management**

Directed a staff of approximately 55 employees including 3 managers and nine supervisors.

Responsibilities included the development and implementation of all policies and procedures for the Texas Department of Transportation (TxDOT) related to payment of financial obligations and collection of reimbursements from the federal government, cities, counties, and others. Ensured that all the department's legally incurred financial obligations were paid timely and consistent with the laws, rules, regulations, policies, and procedures of the U.S. government, the state of Texas, TxDOT, and other state agencies.

Provided information and advice to TxDOT's Administration, executive-level staff, accounting personnel, other employees, and vendors so that the above could be accomplished in the most efficient and effective manner with the least possible number of problems and misunderstandings.

Coordinated with other governmental organizations (U.S., state, and local) including the State Comptroller, Legislative Budget Board, Governor's Office, and Federal Highway Administration as necessary to assure that current and accurate information was available to accomplish the above purposes. Met with top-level staff of other agencies and legislators as necessary to convey needs, concerns, and issues of TxDOT.

Provided information directly to Administration and other executive-level staff to assist them when they appeared before legislative committees or otherwise responded to legislator inquiries.

Made presentations as necessary to small groups and to groups of a few hundred at local meetings, department-level meetings, and to national conferences of departments of transportation.

Worked with division and department information technology personnel to ensure that the most current, efficient, and effective electronic technology was being used.

Worked closely with division and department human resources personnel to address related issues that arise with a staff of more than 55 employees.

**1972 - 1985 - Manager, Budget**

Developed policies and procedures for preparation and monitoring of the department's budget and legislative appropriation request and compiled those documents. Met with executives and accounting personnel throughout TxDOT to disseminate and gather information. Made

presentations at both local and department-level meetings as necessary. Met with legislators and their staffs, the Legislative Budget Board, and other state agencies.  
Appeared before legislative committees as necessary to represent TxDOT.  
Provided information directly to Administration and other executive-level staff to assist them when they appeared before legislative committees or otherwise responded to legislator inquiries.  
Made presentations as necessary to small groups and to groups of a few hundred at local meetings.  
Prepared the department's annual financial report through approximately 1980 including the development of the related format, policies, and procedures, and coordination with the State Auditor's Office and other state agencies as necessary to ensure that the reports were accurate and consistent with legal requirements.  
Responsible for ensuring that all money collected by TxDOT was properly deposited and recorded.

#### **1969 – 1972 - Accountant**

Reviewed and maintained department financial accounts and ledgers.  
Prepared financial reports for section and division management.  
Provided financial information and assistance to districts and other divisions as necessary and as requested.  
Assisted with the preparation of the department's annual financial report.  
Audited payment vouchers, adjustment distributions, and other transactions produced by districts and other divisions. Analyzed any differences and/or errors, made corrections when appropriate.  
Assisted district and division accounting offices as necessary to resolve problems and discuss changes and other issues.

#### **1969 (Sep - Dec) - Central Life Assurance Company - Salesman**

Identified target groups of people to contact and developed lists of names and phone numbers.  
Telephoned people on those lists, and set up appointments to visit in person. Visited with contacts and discussed financial planning and life insurance. Sold life insurance policies.

#### **1969 (Apr - Aug) - L. A. Felder Corporation - Accountant**

L. A. Felder, Inc. was a land developer and homebuilder. I was responsible for all accounting functions including payroll, accounts payable, ledgers, financial reports, and tax reports. I also developed cost accounting procedures to match costs specific to individual houses and lots and to calculate profit or loss for individual houses.

#### **1965 - 1969 - Featherlite Corporation - Accountant**

The Featherlite Corporation was the parent company of a multi-corporate organization owned in various ways by the same group of principals. The industries involved included construction materials, restaurants, television, hotels, and farming in various cities in Texas and Arizona. I worked with all of the companies, but my roles varied among the several organizations. I performed the duties described below at one or more of the several companies:  
Prepared and maintained all ledgers including general, accounts payable, and accounts receivable  
Processed payroll, including payments to employees, IRS, others, and all related reports  
Prepared annual financial reports  
Prepared corporate tax returns

#### **Community**

Volunteer Meal Manager for Meals on Wheels (2005-present)  
Photography for St. William Catholic Church, Round Rock (about 2003-2010)  
Member and Officer, Water & Wastewater Committee, Brushy Creek Municipal Utility District (about 2003-2006)  
Member and Officer, Board of Directors, Meadows of Brushy Creek Home Owners Association (about 2003-2006)  
Member and Officer, Board of Directors, Granada Hills HOA (late 70s, early 80s)