



**SOUTH JERSEY PORT CORPORATION
NOTICE OF JOB OPENING
DATE: May 26, 2020**

ACCOUNTS PAYABLE COORDINATOR

In accordance with Article 9 and Article 13 of the Agreement between South Jersey Port Corporation and CWA, Local 1040, employees are hereby notified that South Jersey Port Corporation will accept applications for the non- exempt position of ACCOUNTS PAYABLE COORDINATOR.

The successful applicant will perform all tasks related to the maintenance and processing of accounts payable transactions. The successful applicant will receive an annual salary of \$39,873.60

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Audits and reviews all invoices and purchase orders for payment. This includes the review of freight manifests as well, if applicable. Also prepares invoice deduction notices, as necessary.
- Answers vendor inquiries and acts as a liaison between the SJPC and vendors.
- Prepares accounts payable checks as they become due. Maintains all accounts payable files.
- Assists in monthly closings by assisting in the preparation of payment listings.
- Responsible for calculating monthly meal money reimbursements. The amounts are then supplied to payroll for payment.
- Maintains a log that tracks all incoming checks and/or cash receipts.
- Ensures compliance with 1099 reporting requirements and assists with the preparation of Forms 1099 at year-end.
- Assists with special projects, as necessary. Other duties may be assigned.

JOB QUALIFICATIONS:

Candidate must meet the following qualifications:

- Strong written and oral communication and computer skills.
- Experience with basic accounting principles and processes
- Must possess a Federal Transportation Worker Identification Credential issued by the Transportation Security Administration
- Requires a high school diploma or equivalent. Additional coursework and/or work experience preferred.

The New Jersey First Act, effective September 1, 2001, established residency requirements for all state employees. The applicant shall have their primary residence in the State of New Jersey.

PROCEDURE:

Applicants interested in the position of **ACCOUNTS PAYABLE COORDINATOR** should submit an application to Human Resources at careers@southjerseyport.com, prior to 5:00 p.m. on Wednesday, June 3, 2020.


Andrew Saporito, Executive Director & CEO