



**SOUTH JERSEY PORT CORPORATION
NOTICE OF JOB OPENING
DATE: August 23, 2023**

STAFF ACCOUNTANT

The **Staff Accountant** will prepare and maintain financial records to track the organization's assets, liabilities, profit and loss, grant funds and other related financial activities.

The successful applicant will receive an annual compensation of \$50,000.00 exempt.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs general cost accounting and other related duties for the organization.
- Prepares monthly balance sheets, income statements, profit and loss statements, and workpapers in support of the month end close.
- Maintains the general ledger / trial balance monthly.
- Reconciles accounts and closes the monthly books.
- Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
- Reconciles bank sheet accounts, payroll, customer accounts, and other financial accounts.
- Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
- Tracks grant fund payment and expenditures, ensures grant expenses are reconciled, ensures expenses are within approved budget, and prepares information as needed.
- Tracks capital projects against funding sources and maintains capital projects ledger.
- Maintains fixed asset ledger.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Maintains knowledge of acceptable accounting practices and procedures.
- Performs other accounting and related duties as assigned, including accounts receivable and payable, accounts receivable collections and inquiry resolution and payroll.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting.
- One to three years of related experience.
- Excellent problem solving, verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Knowledge of general financial accounting and cost accounting.
- Knowledge of budgeting and fiscal management.
- Understanding of and the ability to adhere to generally accepted accounting principles.
- Proficient with Microsoft Office Suite or similar software, and accounting software (preferably SAGE Accounting System).
- Must possess or be able to obtain a federal Transportation Worker Identification Credential issued by the Transportation Security Administration.
- Must possess a valid, unrevoked, and unsuspended driver's license.
- 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.

COMPETENCY:

To perform this job successfully, an individual should demonstrate the following competencies:

- Ability to handle confidential information and exercise discretion.

- Must have good verbal and written communication skills and ability to effectively plan, organize work and meet reporting deadlines.
- Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.
- Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; remains open to others' ideas and tries new things.
- Ethics – Works with integrity and ethically; upholds organizational values and is compliant with the New Jersey Uniform Code of Ethics.
- Organizational Support – Follows policies and procedures; completes tasks correctly and on time; supports organization's goals and values.

DISCLAIMER:

This job description indicates in general the nature and levels of work, knowledge, skills, abilities, and other essential functions as covered under the Americans with Disabilities Act expected of an employee. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an employee. An employee may be asked to perform other duties as required. Employees with disabilities must meet qualification standards that are job-related and consistent with business necessity and must be able to perform the "essential functions" of the position, with or without reasonable accommodations.

PROCEUDRE:

Applicants interested in the position of **STAFF ACCOUNTANT** should submit a cover letter and resume to careers@southjerseyport.com, Human Resources.