



Job Description

Job Title: Deputy Accounting Director Date: September 19, 2024
Department: Financial Accounting and Disbursements - Accounting
Reports To: Director - Accounting
Grade Level: 18
FLSA Status: Exempt Non-Exempt
Employment Status: Full Time Part Time Temporary

Job Summary

Support the Accounting Director in managing all facets of general ledger accounting and assist with managing the independent accounting firm's year-end financial statement audit. Responsibilities include daily supervision of accounting staff, overseeing the monthly and annual financial closing process, and providing analytical reviews and commentary on financial activity. Also responsible for managing the payment process for operational expenses. Additionally, the role involves preparing and/or reviewing the Authority's financial statements, reviewing and analyzing the accounting and reporting impacts of new GASB pronouncements, and ensuring compliance with fixed asset reporting to the State of New Jersey. Special projects may be assigned as needed. Proficiency in communication, supervision, organization, and computer systems is essential to ensure timely and accurate work. Residency in New Jersey is mandated by the New Jersey First Act.

Core Duties and Responsibilities

1. Ensure adherence to accounting policies, procedures, and applicable standards (e.g., GAAP and GASB Statements). Research, interpret and assist with the implementation of new accounting pronouncements.
2. Investigate and analyze complex accounting issues, providing well-founded recommendations to the Accounting Director and Controller.
3. Supervise activities to meet monthly financial statement reporting requirements.
4. Prepare and/or review monthly general ledger entries.
5. Assist the Accounting Director in planning and coordinating the year-end financial statement audit conducted by an independent accounting firm and prepare draft financial statements for the year-end audit.
6. Foster a robust environment for training and skill development of accounting personnel.
7. Review operating expense payment requests for completeness and accurate data entry into the accounting system. Promptly resolve discrepancies, as needed, to ensure timely payment.
8. Reconcile fixed assets in the general ledger with those in the statewide LBAM system.

9. Perform other duties as assigned.

Required Skills and Abilities

1. Extensive knowledge of GAAP is essential. Familiarity with governmental accounting standards is particularly valuable.
2. Proven ability to manage and supervise accounting staff effectively.
3. Exceptional attention to detail and strong managerial and organizational skills are imperative.
4. Highly proficient in MS Excel and MS Word. Experience with MS Dynamics GP (formerly Great Plains), or other general ledger accounting systems, is required. Experience with MS Management Reporter, or other report writers, is a plus.
5. Excellent written and verbal communication skills.
6. Ability to comprehend, interpret, and apply complex accounting concepts and standards.
7. Strong problem-solving and conflict-resolution skills.
8. Capacity to establish and maintain cooperative work relationships with colleagues and external entities.
9. Ability to conduct comprehensive analyses containing findings, conclusions, and carefully considered recommendations.

Education and Experience Requirements

1. Bachelors' or Master's degree in Business Administration with a concentration in accounting or finance.
2. At least 8 years of progressively responsible experience in accounting and/or financial statement preparation.

Physical Demands

Minimal.

Certificates and Licenses

CPA and/or MBA are preferred.

A valid driver's license is required.