



STATE OF NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY

Job Description

Job Title: Director-Contract Accounting and Disbursements Date: May 2025
Department: Financial Accounting and Disbursements - CPU
Reports To: Controller
Grade Level: 19
Salary Range: \$117,600-\$188,200
FLSA Status: Exempt ☒ Non-Exempt ☐
Employment Status: Full Time ☒ Part Time ☐ Temporary ☐

Job Summary

This position is responsible for the direct management and leadership of the Accounts Payable Central Processing Unit (CPU). Attention to detail is essential to insure that project disbursements are accurate, timely and properly authorized, and all transactions are properly recorded in SDA's financial and project management systems. Residency in New Jersey is a requirement for consideration for consideration for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. Manages the accounts payable approval and payment process for school facilities project expenditures, including compliance with the SDA Operating Authority.
2. Overall management of staff processing accounts payable transactions for school facilities project invoices and associated payments to contractors, consultants, school districts and other suppliers of goods and services. Additionally, prepares annual performance evaluations for CPU staff.
3. Ensures a thorough, consistent and detailed review of invoice payable submissions prior to payment, including, but not limited to: the completion and approval of required forms/documents in accordance with the SDA Operating Authority and/or Standard Operating Procedures; development and use of various checklists; adherence to the approved contract schedule of values; and final completion disbursement requests.
4. Oversees the detailed review of contract change submissions associated with school facilities projects for compliance with the SDA Operating Authority.
5. Directs and facilitates the preparation of accurate, detailed, and timely financial reports related to payables and expenditure analysis, including but not limited to, the Obligations Monitoring Report, Invoice Process Report, Expenditure Accrual Report and Project Payroll Allocation Report. The production of reliable financial information is an essential function of the position.
6. Ensures compliance with New Jersey's Prompt Payment Act by instituting relevant staff training, establishing goals and objectives, and developing sound processes for reviewing and monitoring the status of invoices.
7. Provides and monitors an equitable distribution of workload to staff.
8. Administers local share escrow accounts in accordance with local share agreements.
9. Develops and implements processes and procedures that enable the CPU to deliver accurate and timely payment requests while maintaining legal and fiscal integrity.

10. In conjunction with MIS, directs and manages the effort to facilitate staff training of multiple project expenditure payable software systems. Also, ensures SDA vendors using these systems are trained immediately following the issuance of the contract notice to proceed.
11. Manage processes for payables, contract changes and expenditures, working laterally across divisions to ensure compliance and improve operational efficiency.
12. Assists the Controller with special projects, as requested.

Required Skills and Abilities

1. Excellent communication skills, both written and oral.
2. Ability to manage others, lead and develop a high performance team.
3. Demonstrated ability to analyze and solve problems and adhere to the highest ethical standards.
4. Demonstrated ability to foster an environment of professional courtesy and civility with both internal and external stakeholder, with the overall objective of improving operational efficiency.
5. Proficiency in MS Word and Excel.

Required Education and Experience

1. Bachelors' degree in accounting, finance or related field.
2. Minimum 10 years of experience in the public or private sector with 7 years managing a similar financial operation.
3. Must have demonstrated experience in the professional communication of difficult issues and have experience in a customer service type environment.

Physical Demands

Minimal.

Certificates and Licenses Required

Valid driver's license.

If you are applying under the NJ SAME Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program, visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call the NJ Civil Service Commission at (833) 691-0404.

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