

**Company: Gateway Development Commission**

**Job Title: Director of Treasury Operations**

**Location: New York/New Jersey**

**Date: March 5, 2024**

**Job ID: 6-006**

### Summary of Responsibilities

The Director of Treasury Operations is responsible for oversight and day-to-day cash management and investment activity operations. The Treasury Operations Director ensures the daily liquidity is appropriate to satisfy the financial needs of the Gateway Development Commission (GDC) and the Hudson Tunnel Project (HTP).

### Essential Functions:

1. Monitor cash flows to ensure funds (liquidity) are appropriate and available for ongoing operational and capital requirements of the HTP.
2. Manage GDC's Revenue and Operating accounts, daily reconciliations, cash forecasting, and cash position.
3. Execute interbank transfers, wire transfers, and ACH payments. Correspond with investment managers regarding investment and redemption activity.
4. Prepare and review month-end journal entries for Treasury Operation activity. Prepare liquidity-related reporting.
5. Assist in preparing quarterly and Annual reports, including Investment reports, and quarterly and annual financial statement disclosures related to Treasury functions (i.e., investments), including coordinating with external auditors.
6. Ensure treasury activities comply with treasury policies, accounting guidelines, governance policies, and internal controls in coordination with the investment managers.
7. Develop and ensure compliance with Investment Guidelines. Maintain a system of policies and procedures that impose adequate control over treasury activities. Understand and contribute to implementing controls over controlled bank accounts.
8. Maintain physical control over counterparty Letters of Credit as necessary.

### Job Requirements:

- Bachelor's degree in finance, accounting, or a related field.
- A minimum of 10 years of progressively responsible, relevant work experience.
- Advanced understanding of accounting, internal controls, and ability to forecast and monitor cash flows.

### Preferred Skills and Abilities:

- Communicate effectively with all levels of management within GDC.
- Advanced understanding of investments and bank account management.

- Proficiency in Microsoft Excel.
- Ability to work within deadlines related to daily activities and the month-end closing process.
- Ability to work independently with internal and external auditors.
- Certified Public Accountant (CPA) is preferred.

### Project Background

The Gateway Program is the most urgent infrastructure program in the country – a comprehensive set of rail investments that will improve commuter and intercity services, add needed resiliency and, in its later stages, create new capacity between Newark, New Jersey and New York City, the busiest section of the Northeast Corridor (NEC). The NEC between Boston, Massachusetts and Washington, D.C. is the nation’s busiest rail corridor, supporting a region that produces 20% of the Gross National Product. The 10-mile segment of the NEC within the scope of the Gateway Program carries over 200,000 daily Amtrak and NJ TRANSIT passenger trips on approximately 450 trains during non-pandemic conditions and is a vital artery in the region.

The first phase of the Gateway Program includes the Hudson Tunnel Project, which includes the construction of a new two-track tunnel under the Hudson River connecting to Penn Station New York as well as the full rehabilitation of the existing 110 year-old North River Tunnel. The project would create operational flexibility, rail network redundancy, and resiliency against future impacts to the Hudson River rail crossing. Environmental review for the project was completed in May 2021.

The Gateway Development Commission, established through bi-state legislation, is responsible for the financing and development of the Hudson Tunnel Project. The Commission is governed by a Board of 7 Commissioners appointed by each of Amtrak, New Jersey, and the New York State Department of Transportation, and works in partnership with Amtrak, NJ TRANSIT and the Port Authority of New York and New Jersey.

*The Gateway Development Commission is proud to be an Equal Opportunity Employer and administers all personnel practices without regard to race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability, protected veteran status or military status, or any other category protected under applicable law. We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.*

Attention all applicants who have applied for the Senior Financial Analyst position (Job ID: 6-001)! We will be considering your resume for the Senior Manager position, provided you meet the minimum qualifications required for the role!

To apply, please email your cover letter and resume to [jobs@gatewayprogram.org](mailto:jobs@gatewayprogram.org) with the job title “Director, Treasury Operations” in the subject line.