

**Gateway Development Commission  
Comptroller Job Description  
Project ID 3003**

Summary of Responsibilities

The Gateway Development Commission (GDC) is seeking a highly qualified Comptroller to help oversee GDC financial functions. Reporting to the Chief Financial Officer, the Comptroller is responsible for the proper financial receipt, disbursement, accounting, reporting and control of GDC assets and funds. The Comptroller ensures the financial integrity of GDC through the effective management of a system of internal accounting controls, which s/he will have the opportunity to develop and build.

Essential Functions

- Establishes and provides management and direction for payroll, revenue, general/expenditure, fixed asset, lease, financial reporting, general ledger and financial systems accounting services.
- Ensures the accuracy, integrity, and timeliness of GDC's financial information
- Develops, updates, and maintains an integrated financial plan for effective accounting and reporting of financial resources.
- Manages the centralized financial accounting and control system of GDC. Manages a comprehensive system of accounts and records in accordance with GDC requirements and in conformance with generally accepted accounting theory and practices.
- Maintains an audit liaison with GDC independent accountants, government agencies, and other organizations authorized to review the fiscal affairs of GDC.
- Advises the Chief Financial Officer on accounting policy, revenue and expenditure trends, and accounting directives and proper practices.
- Ensures consistency and interoperability between GDC's financial reporting system and project cost management software.

Job Requirements

- Bachelor's Degree from an accredited college or university required, with coursework in accounting, finance, business, or related field preferred. Advanced degree in accounting, finance, business administration, or related field highly desirable.
- Demonstrated experience successfully managing senior accounting and/or financial management functions. Demonstrated ability to effectively manage budgets, and a fast-paced working environment with multiple projects on competing timelines.
- Detailed knowledge of generally accepted accounting principles and practices, and statutory requirements. Knowledge of financial information systems commonly used in accounting.
- Experience building out these functions in an organization highly desirable.

## 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.*

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