

**Company: Gateway Development Commission**

**Job Title: Accounts Payable Manager**

**Location: New York/New Jersey**

**Date: May 26, 2023**

**Job ID: 10-001**

### Summary of Responsibilities

The Accounts Payable Manager is responsible for overseeing and managing the accounts payable process, ensuring the accurate and timely payment of the company's bills. The Accounts Payable Manager reports directly to the Comptroller.

### Essential Functions

1. Manage and supervise the accounts payable team, providing guidance and support in processing invoices, reconciling accounts, and making payments to vendors and customers.
2. Review and approve payment requests and expense reports on a regular basis.
3. Ensure accurate review, coding, and processing of vendor invoices.
4. Perform monthly reconciliations and monitor accounts payable aging to identify and address any outstanding issues.
5. Maintain many vendor accounts while ensuring compliance with company policies and procedures.
6. Oversee data entry associated with accounts payable, ensuring accuracy and completeness.
7. Resolve and reconcile invoice discrepancies in a timely manner.
8. Collaborate with other departments to streamline processes, improve efficiency, and maintain strong vendor relationships.
9. Prepare reports and provide analysis related to accounts payable activities as required.
10. Stay updated on industry best practices and changes in accounting regulations.

### Job Requirements

- Possess 5+ years of experience in accounts payable. Bachelor's degree in business or accounting.
- Attention to detail is essential.
- Experience with Accounts Payable applications or similar accounting software.
- Proficient in Microsoft Office programs, particularly Excel.
- Strong analytical skills and the ability to evaluate financial data.
- Excellent communication skills, both verbal and written, with the ability to communicate clearly and concisely.
- Effective project management skills, with the ability to prioritize and manage multiple projects while maintaining attention to detail.
- Ability to maintain confidentiality of company and employee information.
- Knowledge of relevant accounting principles and regulations.

- Education can be used in lieu of experience and experience can be used in lieu of education if the candidate's overall qualifications meet the requirements for the position.

### 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 “Accounts Payable Manager” in the subject line.