

Company: Gateway Development Commission

Job Title: Director of General Ledger and Financial Reporting

Location: New York/New Jersey

Date: November 20, 2023

Job ID: 6-004

Summary of Responsibilities

The Director of General Ledger and Financial Reporting oversees the company's accounting and financial reporting functions. Responsible for ensuring all financial reports are prepared accurately and in compliance with all local, state, and federal policies and regulations. Provides leadership and direction to the accounting department to ensure accounting best practices and maintains a system of internal controls to ensure company assets are adequately safeguarded.

Essential Functions:

1. Oversees day-to-day accounting functions for the GDC, ensuring the maintenance of the chart of accounts, accurate capital asset accounting, efficient general ledger management, thorough bank account reconciliations, streamlined cash control operations, and meticulous account reconciliations.
2. Ensures the proper application of GAAP standards, maintaining the accuracy of financial data, and conducting comprehensive analyses.
3. Coordinates the maintenance, training, oversight, and security of the Accounting System to optimize its functionality.
4. Directs, reviews, and actively participates in the timely preparation of monthly financials, Annual Audit Reports, and Year End Close processes, ensuring compliance with federal or state guidelines and meeting established deadlines.
5. Develops the annual fringe benefit rate and collaborates on matters related to the Federal Transit Administration.
6. Records, categorizes, and summarizes financial transactions with precision.
7. Coordinates both internal and external audits, ensuring a smooth and thorough audit process.
8. Provides supervision, direction, and regular evaluation of the accounting staff to maintain a high level of performance and accountability.
9. Reviews and approves departmental journal entries and account analyses to guarantee accuracy and compliance.
10. Performs a detailed analysis review of transactions, reports, and assigned tasks to ensure compliance and generate comparable data for informed decision-making.

11. Enhances, develops, implements, and enforces policies and procedures through efficient systems and processes, aiming to improve overall operations, efficiency, and effectiveness.
12. Performs other job-related duties as assigned, contributing to the comprehensive and effective management of the financial reporting function.

Job Requirements

- Minimum of 10 years' experience in general ledger and financial statement preparation.
- Bachelor's degree in business or accounting required.
- Preferred qualification: Certified Public Accountant.
- Preferred: Familiarity with financial systems.
- Detail-oriented individuals are preferred.
- Proficient in Microsoft Office programs.
- Must possess analytical skills and evaluation techniques.
- Strong ability to communicate clearly and concisely.

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 with the job title "Director of General Ledger and Financial Reporting" in the subject line.