

Gateway Development Commission (GDC)
Job Title: Senior Manager, Financial Accounting
Location: New York/New Jersey
Date: 7/29/2024
Job ID: 6-011

Summary of Responsibilities

The Senior Manager, Financial Accounting is responsible for recording and reporting financial data, providing support to the GDC management team, accurately recording, and reporting general ledger activity. The Senior Manager, Financial Accounting reports directly to the Deputy Comptroller.

Essential Functions:

1. Prepare reconciliations of accounts.
2. Prepare journal entries, reconcile financial statements and accounts, and review data for accuracy.
3. Perform month-end account closing activities and reconciliations
4. Reconcile bank account and investment statements
5. Work alongside the Director of General Ledger and Financial Reporting with general ledger accounting.
6. Prepare monthly expense and revenue accruals as necessary in accordance with GAAP
7. Assist with Balance Sheet preparation and Monthly Account reconciliations
8. Maintain and update Fixed Assets spreadsheet
9. Review cash deposits and prepare cash receipt journal entries
10. File and maintain all journal entries for internal and audit purpose.
11. Distribute monthly financials.
12. Assist in automating processes and procedures
13. Assist with financial audits
14. Performs other duties as assigned by the Deputy Comptroller.

Job Requirements

- Bachelor's degree in accounting, finance or related degree preferred.
- Minimum of 7 years of experience as public accountant.
- Preferred qualification: Certified Public Accountant.
- Preferred: Familiarity with financial systems.

- Detail-oriented individuals are preferred
- Experience with Oracle accounting applications
- Must possess analytical skills and evaluation techniques
- Ability to communicate clearly and concisely
- Ability to manage multiple projects with attention to detail.

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 with the job title “Senior Manager, Financial Accounting” in the subject line.