



<b>Job Title:</b>	Junior Accountant	<b>Job Posting Number:</b>	<b>18-42</b>
<b>Position Type:</b>	Full-time	<b>Department/Group:</b>	Accounting
<b>Location:</b>	Trenton-Morrisville	<b>Job Category:</b>	Administration
<b>Point of Hire Salary Scale:</b>	\$60,198 - \$66,281	<b>FLSA Status</b>	Exempt
<b>Starting Salary:</b>	TBD	<b>Reports to:</b>	Comptroller
<b>Date posted:</b>	June 20, 2018	<b>External &amp; Internal Posting:</b>	Yes
<b>Posting Expires:</b>	July 6, 2018	<b>Internal Promotional Posting Only</b>	No

<b>HOW TO APPLY:</b> PRIOR TO THE POSTING CLOSING YOU MUST APPLY IN THE FOLLOWING MANNER:	<b>WHO MAY APPLY:</b>
<input checked="" type="checkbox"/> <b>SUBMIT RESUME TO:</b>  <b>DIRECTOR OF HUMAN RESOURCES</b> <b>110 WOOD &amp; GROVE STREETS, 4<sup>TH</sup>-FLOOR</b> <b>MORRISVILLE, PA 19067</b>	<p>A person over the age of 18 who is authorized to work in the United States</p>
<input checked="" type="checkbox"/> <b>OBTAIN APPLICATION FORM AT <a href="http://WWW.DRJTBC.ORG">WWW.DRJTBC.ORG</a>. COMPLETE AND SEND TO THE ADDRESS LISTED ABOVE, OR BRING TO ANY PUBLICLY ACCESSIBLE TOLL BRIDGE ADMINISTRATION BUILDING</b>	
<input type="checkbox"/> <b>COMPLETE AND SEND A LETTER OF INTENT OR IN-HOUSE POSTING FORM TO HR (INTERNAL APPLICANTS)</b>	

JOB DESCRIPTION	
<p><b>SUMMARY:</b></p> <p>Work performed by an employee in this classification requires a high degree of discretion and judgment. Work is performed with considerable independence, but subject to review by a professional superior for program effectiveness and conformance with established goals, objectives and policies that improve the efficiency of the Commission assigned projects and programs. Applies principles of accounting to analyze financial information and prepare financial reports by performing the duties listed below.</p>	<p><b>MINIMUM EXPERIENCE AND ABILITIES:</b></p> <p>Bachelor's degree (B.A.) in Accounting from an accredited four-year college or university; plus one to two years direct accounting experience with a governmental entity or commercial organization with at least \$5,000,000 in operating budget or a public accounting firm auditing same.</p>

ROLE AND RESPONSIBILITIES
<p>Manage and reconcile EZ Pass financial system to the general ledger system including production of all internal and external financial reporting using, CSC software, MUNIS system and Crystal Reports or similar software, regular balancing of the system, month end and year end closings. Perform analysis of traffic, violations and EZPass activity</p>

- Prepare and analyze EZPass and traffic reports and statistics.
- Prepare account reconciliations for various account to General ledger.
- Maintaining the Commission's accounting documents and system in compliance GAAP with an understanding of the requirements of a governmental or commercial organization accounting.
- Communicates clearly and authoritatively, orally and in writing. Exercises discretion and judgment
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.
- Some travel may be necessary within the Commission jurisdiction

#### **SPECIFIC JOB FUNCTIONS**

1. Manage the day-to-day EZPass reporting system and activity of banking for same.
2. Review, Develop and update procedures for the department
3. Analyze and reconcile the EZPass system including reconciliation of the receivables and payables of the GL system.
4. Maintain and update procedures & policies for general ledger, including capitalization policy and EZPass process.
5. Assist with technical aspects of the Commission's Annual Financial Statements as applicable.
6. Assist with technical accounting issues including review of technical guidelines and current procedures, research industry standards and protocol, and assist on the implementation of accounting pronouncement implementation.
7. Backup toll audit staff and Accounts Payable staff when and where needed.
8. Perform various other duties including military convoy invoicing, check processing and other duties to be assigned

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must have a strong working knowledge of accounting principles and be able to perform each essential duty satisfactorily. Additionally, the position requires reconciliation of complex operating systems to general ledger. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.A.) in Accounting from a four-year accredited college or university; plus one to two years direct accounting experience with a governmental entity or commercial organization with at least \$5,000,000 in operating budget or a public accounting firm auditing same. Experience with Microsoft Office or similar software and PC based general ledger software.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents.

#### **MATHEMATICAL SKILLS**

Ability to apply mathematical and financial concepts.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid New Jersey or Pennsylvania driver's license required.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ADDITIONAL NOTES:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed to meet the ongoing needs of the organization.

<b>Reviewed By:</b>	James Petrino, CFO	<b>Please initial:</b>		<b>Date:</b>	Click here to enter a date.
<b>Approved By:</b>	Joseph J. Resta, ED	<b>Please initial:</b>		<b>Date:</b>	Click here to enter a date.
<b>Last Updated By:</b>	Joanna M. Cruz, HR Director	<b>Please initial:</b>		<b>Date/Time:</b>	