



<b>Job Title:</b>	Junior Accountant	<b>Job Posting Number:</b>	<b>19-33</b>
<b>Position Type:</b>	Full-time	<b>Department/Group:</b>	Accounting
<b>Location:</b>	Trenton-Morrisville	<b>Job Category:</b>	Administration
<b>Level/Salary Range:</b>	\$60,198 - \$66,218	<b>FLSA Status</b>	Exempt
<b>Starting Salary:</b>	To be determined	<b>Reports to:</b>	Comptroller
<b>Date posted:</b>	August 19, 2019	<b>External &amp; Internal Posting:</b>	Yes
<b>Posting Expires:</b>	August 30, 2019	<b>Internal Promotional Posting Only</b>	No

#### HOW TO APPLY:

PRIOR TO THE POSTING CLOSING YOU MUST APPLY IN THE FOLLOWING MANNER:

- ☐ **SUBMIT RESUME TO:**  
  
**DIRECTOR OF HUMAN RESOURCES**  
**110 WOOD & GROVE STREETS, 4<sup>TH</sup>-FLOOR**  
**MORRISVILLE, PA 19067**
- ☐ **OBTAIN APPLICATION FORM AT [WWW.DRJTCB.ORG](http://WWW.DRJTCB.ORG). COMPLETE AND SEND TO THE ADDRESS LISTED ABOVE, OR BRING TO ANY PUBLICLY ACCESSIBLE TOLL BRIDGE ADMINISTRATION BUILDING**
- ☐ **COMPLETE AND SEND A LETTER OF INTENT OR IN-HOUSE POSTING FORM TO HR (INTERNAL APPLICANTS)**

#### WHO MAY APPLY:

A person over the age of 18 who is authorized to work in the United States

#### JOB DESCRIPTION

##### SUMMARY:

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.

##### MINIMUM EXPERIENCE AND ABILITIES:

Candidates must have a high school diploma or General Equivalency Diploma (GED) and at least 5 years of work experience in accounting, bookkeeping, account reconciliation, financial analysis, accounts payable, or related fields;  
**OR**  
 A degree from an accredited college or university plus at least 3 years of work experience as described above;  
**OR**  
 A degree in Accounting or Business Administration from an accredited college or university plus at least 1 year of work experience as described above.

#### ROLE AND RESPONSIBILITIES

Manage and reconcile EZ Pass financial system to the general ledger system including production of all internal

and external financial reporting using Electronic Toll Collection in lane reporting system, CSC software, MUNIS system and Crystal Reports or similar software, regular balancing various reports among different systems. Participate in month end and year end closings. Perform analysis of traffic, violations, Toll-by-Plate and EZPass activities.

- Prepare and analyze EZPass and traffic reports and statistics.
- Prepare account reconciliations for various toll revenue accounts 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.
- Compiles and analyzes financial information to prepare monthly journal entries to record toll revenue, cash toll collection, EZPass, violations and Toll-by-Plate wire payment receipts, violation dismissals, EZPass transaction rejects, commuter discounts, EZPass account fees, etc. Document all toll revenue related business transactions.

#### **SPECIFIC JOB FUNCTIONS**

1. Review daily Electronic Toll Collection in lane reporting system, reconcile cash deposits reported by toll bridges with bank cash vault activities; track EZPass, violation and Toll-by-Plate payments.
2. Analyze and reconcile the EZPass system including reconciliation of EZPass, violation and Toll-by-Plate receivables of the GL system.
3. Maintain and update procedures & policies for tracking cash toll revenue, EZPass transaction processing and payment receipts, analysis of violation and Toll-by-Plate transactions.
4. Assist in year-end financial audit and provide appropriate supporting schedules and related financial information.
5. Perform monthly bank reconciliation for payroll and investment accounts.
6. Perform quarterly payroll related account reconciliations.
7. Backup toll audit staff and Accounts Payable staff when and where needed.
8. Perform various other duties including miscellaneous check deposits 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.

##### *Accounting, Financial and Budget Skills:*

Knowledge of accounting, budgetary, and management principles, practices, and procedures.

Knowledge of generally accepted accounting procedures and principles.

Knowledge of accounting procedures and methods, and the ability to apply them to difficult or complex transactions.

Ability to prepare financial and accounting records.

Ability to analyze, consolidate, and interpret accounting data.

Ability to compile, organize, interpret, and communicate accounting data and results in a concise format.

*Communication / Interpersonal Skills:*

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skill in editing documents for correct grammar.

Skill in communicating effectively in writing as appropriate for the needs of the audience.

Skill in talking to others to convey information effectively.

Ability to listen to and understand information and ideas presented through spoken words and sentences.

Ability to read and understand information and ideas presented in writing.

Ability to communicate effectively in both oral and written form.

Ability to handle difficult and stressful situations with professional composure.

Ability to work effectively within a complex organization structure.

Ability to maintain effective interpersonal relationships.

Ability to work successfully as a member of a team and independently with moderate supervision.

Ability to understand and follow instructions.

*Computer Skills:*

Skill in the use of standard office equipment and software.

Skill in using computer applications including spreadsheet, database and word processing software.

Skill in using analytical software tools, data analysis methods, and other computer applications.

Ability to operate office machines, including typewriter, adding machine, calculator, and personal computer.

Ability to operate personal computer with a general understanding of application software, and understanding of the internet.

*Reasoning, Analytical, and Problem-Solving Skills:*

Skill in collecting and analyzing complex data.

Skill in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Ability to apply general rules to specific problems to produce answers that make sense.

Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Ability to analyze complex information and develop plans to address identified issues.

Ability to recognize, analyze, and solve a variety of problems.

Ability to analyze and solve work related problems.

*General Skills:*

Skill in completing assignments accurately and with attention to detail.  
Ability to work under pressure and meet close deadlines.  
Ability to set priorities and complete assignments on time.  
Ability to analyze, organize, and prioritize work while meeting multiple deadlines.  
Ability to analyze and prepare documents, reports, and correspondence.

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

Candidates must have a high school diploma or General Equivalency Diploma (GED) and at least 5 years of work experience in accounting, bookkeeping, account reconciliation, financial analysis, accounts payable, or related fields; OR a degree from an accredited college or university plus at least 3 years of work experience as described above; OR a degree in Accounting or Business Administration from an accredited college or university plus at least 1 year of work experience as described above. Experience with Microsoft Office or similar software and PC based general ledger software. Strong data analysis skills.

### **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.