

ATLANTIC COUNTY IMPROVEMENT AUTHORITY

COMPTROLLER

The Atlantic County Improvement Authority (ACIA) serves as Atlantic County's multi-purpose financing, development and project management agency. Primarily through shared service agreements with other public entities, our varied scope of activities include overseeing the planning, construction and financing of public improvement projects, grant management and implementation, economic development activities, and management of a municipal Golf Course. Our current year's administrative budget is approximately \$3 million. In addition, we have several agency funds that we also administer. We currently have a full-time staff of 15 employees, 3 part-time employees and several seasonal employees.

Reporting to the Executive Director, the Comptroller is responsible for all accounting and reporting activities for the Improvement Authority. The Comptroller has functional responsibility over all accounting operations, including accounts payable, accounts receivable, payroll, bond transactions and grants. The Comptroller supervises a team of two (2) staff members with external support for HR activities.

Essential Duties and Responsibilities:

- Manages all accounting transactions, budgets, and loan activities.
- Oversee and maintain all accounts, ledgers and reporting ensuring compliance with appropriate GAAP standards, GASB directives and the requirements of the Division of Local Government Services of the NJ Department of Community Affairs in accordance with N.J.A.C. 5:31-7.
- Organizes, develops, and directs financial affairs and controls the receipt and/or disbursement of monies.
- Reviews and revises policies and procedures to ensure financial reporting integrity.
- Manage the accuracy and productivity of day-to-day activities of accounts payable, cash disbursements, invoicing/billing, payroll, fixed asset records, general accounting, etc.
- Make journal entries and adjustments to general ledgers.
- Perform monthly reconciliation of accounts.
- Prepare monthly financial statements for presentation to the Board of Commissioners and in preparation for the annual audit.
- Implement annual audit process, including year-end review of accounts, and preparation of various year-end analysis and reports, such as depreciation schedules, calculation and analysis of contributed capital, calculation and review of bonds payable, interest payable, and other accruals, fixed asset reporting, amortization of bond discount, issuance, and premiums, review of accounts payable and other liabilities, review of revenues, expenses, and various accruals, preparation of year-end balance sheet, profit/loss statement and supplemental statements, Close out of certain accounts, interface with outside audit firms(s) to provide required financial data and analysis in performing the annual audit.

- Manage banking accounts, relationships and investments.
- Prepare annual budget.
- Serve as Human Resources liaison to outside entity handling HR functions.
- Prepare monthly online payments for Sales Tax, Health Benefits, Pension and Section 108 Loan payments.
- Prepare 1099's as applicable for vendors.
- Oversee administration of deferred compensation.
- Supervise accounting staff, provide necessary training and allocate workload appropriately to maximize the efficiency of the department.

Requirements:

- Bachelor's degree in accounting, business or finance; CPA Preferred
- 5+ years related work experience.
- Knowledgeable of Edmunds Software.
- Proficient with Microsoft Office Word, Excel, and Outlook.
- Knowledge and understanding of GAAP, GASB and applicable laws and regulations.
- Exceptional interpersonal, customer service, organizational, analytical, written and verbal communication skills.
- Ability to work as part of a team.
- Demonstrated Supervisory experience.

Salary Range: \$85,000 to \$105,000 commensurate with experience and qualifications.

Health Benefits:

Medical Insurance Plans include, but are not limited to: routine, preventative, mental health, hospitalization, and prescription drug benefits; Dental Insurance; Vision Insurance; Pharmacy, including Mail-Order Pharmacy; Basic Life Insurance through pension plan; In-House COVID-19 and Flu vaccinations; Wellness Programs; Employee Assistance Program, Fitness, Weight Management, Natural Products and Services, and Hearing discount programs available.

Financial Benefits:

Pension through New Jersey Public Employees Retirement System (PERS); Deferred Compensation (457) Plans; Holiday Pay - 14 Paid Holidays Annually; Paid Sick Leave; Paid Vacation Leave; Bereavement & Jury Duty Leave.

To Respond:

Please forward a cover letter and your resume to Timothy Edmunds, Executive Director, Atlantic County Improvement Authority to edmunds_timothy@aclink.org