

## **ACCOUNTING SPECIALIST (Accounts Payable)**

**Location: Delaware Memorial Bridge, New Castle, DE**

**\$45,355 to \$53,358 (commensurate with skills)  
(Grade M)**

**Opening Date: July 27, 2022**

**Closing Date: August 26, 2022**

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### **I. POSITION SUMMARY**

This position is responsible for performing basic accounting functions in accordance with both Generally Accepted Accounting Principles and procedures as defined under the Delaware River and Bay Authority Trust Agreement dated October 1, 1993. Primary duties involve the analysis, audit, maintenance and preparation of financial records and statistical reports. Work is performed under the direction of the Manager of Financial Operations and Revenue Audits. Incumbent performs detail work assignments such as accounts payable, preparing journal entries, reconciling bank statements, auditing revenue and traffic transactions, reconciling General Ledger accounts and preparing financial reports. Work requires discretion in dealing with information involving customers, collectors, and vendors. The incumbent in this position works with department staff to provide detail analysis to assist in developing financial reports for use in the planning and budgeting process. Responsibilities will also include special studies and/or analysis involving financial information or controls throughout the Authority.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Process Accounts Payable and Accounts Receivable for Authority Operating Divisions
- Maintain vendor and customer files to ensure effective, accurate, and easily retrievable documentation.
- Provide superior customer service to all internal and external customers
- Works with the Director of Operations, Supervisors and Customer Service Manager regarding toll and fare collector activity
- Assists with internal investigations involving improper Toll Collector and/or Customer Service Representative activities
- Audit revenue and traffic transactions for the Delaware Memorial Bridge, Cape May-Lewes Ferry (including Food and Retail Services), and The Forts Ferry Crossing
- Prepare/process refunds for Delaware River and Bay Authority customers
- Posts cash receipts against accounts receivable invoices for Airport's division
- Maintain and process commercial account activity for the CMLF
- Assist with other Finance related tasks as required

### **III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of principles and practices of Generally Accepted Accounting Principles

- Understanding of automated accounting and reconciliation systems
- Knowledge of general auditing procedures and budgetary process
- Knowledge of office operations, business practices, and the use of office equipment including personal computers and electronic spreadsheet applications
- Ability to exercise judgment within established financial controls and procedures
- Ability to maintain accurate and current accounting records
- Ability to assemble and analyze data
- Ability to present ideas effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with Authority personnel
- Ability to provide excellent customer service

#### **IV. REQUIRED EDUCATION AND EXPERIENCE**

- Associates Degree from an accredited college or university with credit hours in Accounting and/or Finance **or** a minimum of five (5) years' experience in bookkeeping/accounting or other related financial fields
- Two (2) years of Accounts Payable experience in an automated accounting environment preferred
- Knowledge of principles and practices of Generally Accepted Accounting Principles
- Ability to review and analyze financial data
- Ability to communicate effectively, both orally and in writing

#### **V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Valid Driver's License

#### **VI. SPECIAL REQUIREMENTS**

- Subject to a background check, pre-employment physical examination and drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly

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**If you are interested in applying for this position, please complete the on-line application at [www.drba.net/jobs](http://www.drba.net/jobs). In addition to the online application, please attach a current resume.**