

# Battery Park City Authority

## A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



## Come Grow with US!

**Great Community!**

**Great Work Culture!**

**Job Title:** Accountant

**Job Status:** Full-Time

**Department:** Finance

**Salary Range:** \$90,000 – \$100,000 annually

**Location:** 200 Liberty Street 24<sup>th</sup> Floor New York, NY 10281

As of January 6, 2022 all new hires must be vaccinated against the COVID-19 virus as defined by the CDC, unless they have been granted a reasonable accommodation for religion or disability.

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### POSITION SUMMARY:

The Accountant will support the Senior Accountant in reconciling all investment, cash, credit card and bank accounts, resolving discrepancies in those accounts, and the preparation of financial statement supporting documentation in the aforementioned areas. This position will also collaborate closely with the Controller, Deputy Controller, Senior Revenue Accountant and, when needed, assist in other aspects of the Finance Department accounting and reporting on an as needed basis.

200 Liberty Street, 24<sup>th</sup> floor, New York, NY 10281

[www.bpca.ny.gov](http://www.bpca.ny.gov)

**Essential Duties:**

- Assist in the reconciliation of investment, cash, credit card and banking accounts on a weekly, monthly, and other periodic basis and issue a formal reconciliation for each account; post all investment entries to the Great Plains Accounting System; initiate and follow up with bankers and other involved parties to resolve account discrepancies; document issues and inform management as they arise and are being resolved.
  - Prepare investment schedules of all Funds for financial statement reconciliation and reporting purposes, including:
    - Interest received and earned on securities (cash and accrual basis)
    - Maintain schedule of security holdings
    - Reconciliation and tracking of cash and equivalents.
    - Maintain schedule of security transactions (including purchases, sales, etc.)
- Maintain interest expense schedules for all debt service activity monthly for cash flow and other purposes.
- Maintain work papers using advanced Microsoft Excel skills, as required, maintaining, and protecting the data integrity.
- Perform other related and Finance Department duties as required and requested.

**Education and Experience:**

A bachelor's degree in accounting is required and should be supplemented by no less than five (5) years of prior experience in finance, financial account analysis, and financial accounting systems or an equivalent combination of education, training, and experience.

**Competencies:**

- **Analytical Thinking** - Applies logic and expertise to derive solutions and complete all tasks in a timely and efficient manner.
- **Financial Acumen** - Keenness and quickness in understanding and addressing financial situations in a manner that leads to a positive outcome.
- **Problem Solving** - Solves problems while ensuring rules and directives are followed.
- **Risk Management and Assessment** - Evaluates and minimizes risks to the company and its employees and a responsible steward of public resources. Identifies and addresses risks in process, procedures, and approvals.
- **Collaboration** - Establishes supportive and strong partnerships with team members and external partners.
- **Professionalism and Ethics** - Follows high ethical standards. Works diligently, ethically and collaboratively.
- **Strategic and Innovative** - Focus on the big picture, ensuring that goals and objectives are aligned with the organization's vision and mission. Identifies and recommends improvements without causing disruptions and implements only upon approval.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

- **Influence** - Enlists the support and cooperation of others and works cooperatively to fulfill requirements and to assist others as needed.

**Skills:**

- Excellent interpersonal, communication, and organizational skills.
- Strong understanding of and ability to use Great Plains (ABR module, etc.) advanced Excel spreadsheets, banking and investment websites and tools.
- Possess strong analytical skills and a demonstrated ability to resolve issues independently.
- Ability to complete time sensitive and at times stressful matters efficiently and effectively.
- Ability to work under pressure, meet deadlines, and work overtime as necessary.

**Physical Requirements:** N/A

[Apply](#)

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