

# 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!**

<b>Job Title:</b>	<b>Treasury /Revenue Accountant</b>
<b>Job Status:</b>	<b>Full-Time</b>
<b>Department:</b>	<b>Finance</b>
<b>Salary Range:</b>	<b>\$90,000 – \$100,000 annually</b>
<b>Location:</b>	<b>200 Liberty Street 24<sup>th</sup> Floor New York, NY 10281</b>

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### **POSITION SUMMARY:**

The Treasury /Revenue Accountant is responsible for carrying out a range of functions in the areas of treasury processing and revenue receivables in a proficient and efficient manner.

### **Essential Duties:**

- Track and reconcile tenant/lease revenue accounts
- Ongoing update of revenue tracking sheets
- Assist with all aspects of revenue cycle including lease invoicing
- Execute all financial payments on a timely basis
- Submit records of account reconciliations to management
- Fund and reconcile operating accounts

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

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- Review and verify cash transactions; investigate and propose possible resolution for any discrepancies
- Manage the receivables cash management process and related payment mechanisms
- Ensure the efficient management of the bank and investment accounts
- Assist in interest and debt payment analysis, with preparation of relevant payment information and reports
- Interact with the managing agent to monitor reporting of financial documents as per lease requirements
- Prepare special reports and complete special projects
- Maintain accounting controls by following policies and procedures and ensure compliance with leases, Federal, State, and Local requirements
- Contribute to month-end close and year-end close activities and deliverables, including account reconciliation, analytics, and other analysis as needed.
- Assist in annual audit and bond issuance; provide necessary accounting information and documentation in a timely and accurate manner
- Prepare analyses of accounts as requested
- Prepare Revenue Budgets and forecasts
- Monitor and resolve bank issues
- Interact with all management staff
- Maintain and update the Accounts Receivable schedule regularly
- Assist with reconciliations and prepare financial schedules
- Perform other duties within the scope of the position as required by Deputy Treasurer and Vice President of Finance

**Education and Experience:**

- A minimum of three (3) years of general accounting/accounts payable/receivable experience is also required
- A bachelor's degree in accounting/finance is required

**Skills:**

- Exceptional attention to detail
- Excellent communication, interpersonal, and organizational skills
- Proficient in computer skills including strong working knowledge of computerized accounting systems, Microsoft Excel and Word
- Must be a team player and able to work under pressure
- Ability to work independently with minimal supervision
- Ability to interact professionally with all levels of management, staff, advisors and the general public

**Physical Requirements:** N/A

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