



SOUTH JERSEY PORT CORPORATION

NOTICE OF JOB OPENING

DATE: May 28, 2025

ACCOUNTS RECEIVABLE COORDINATOR- PROVISIONAL

In Accordance with Article 9 and Article 13 of the Agreement between South Jersey Port Corporation and CWA, Local 1040, employees are hereby notified that South Jersey Port Corporation will accept applications for the non-exempt positions of ACCOUNTS RECEIVABLE COORDINATOR.

The successful applicant will provide financial, clerical and administrative services to ensure efficient, timely, and accurate payment of accounts, secures revenue by verifying and posting receipts; resolves discrepancies. The successful applicant will receive an annual salary of \$50,203.30

Essential Duties/Responsibilities:

- Performs general cost accounting and other related duties for the organization.
- Reviews financial reports and statements for accuracy.
- Reconciles tenant, customer accounts, and other financial accounts.
- Verifies and/or completes payment of invoices associated with accounts payable and/or receivable and ensures payments are charged to the appropriate accounts.
- Assists with the preparation and development of the annual budget.
- Tracks and monitors utilities and lease activities, including generating invoices from payables to send to customers, to ensure receivables are generated timely.
- Forecasts and tracks financial results and reports on performance throughout the year.
- Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
- Maintains knowledge of acceptable accounting practices and procedures.
- Works with the Billing and/or Accounting Manager to perform vendor research, manage invoices, communicate and follow up with customers, and process invoices.
- Performs other accounting and related duties as assigned, including accounts receivable and payable, accounts receivable collections and inquiry resolution and cross train on payroll in the Primepoint system and Eportation Billing system.

Minimum Qualifications:

- Excellent problem solving, verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Knowledge of general financial accounting and cost accounting.
- Knowledge of budgeting and fiscal management.
- Understanding of and the ability to adhere to generally accepted accounting principles.
- Proficient with Microsoft Office Suite or similar software, and accounting software (preferably SAGE Accounting System).
- Must possess or be able to obtain a federal Transportation Worker Identification Credential issued by the Transportation Security Administration.
- Must possess a valid, unrevoked, and unsuspended driver's license.
- The New Jersey First Act, effective September 1, 2001, established residency requirements for all state employees. The applicant shall have their primary residence in the State of New Jersey.

Education and Experience:

- Bachelor's degree in accounting, or related field, required.
- One to three years of related experience.

Competency:

- To perform the job successfully, an individual should demonstrate the following competencies:
- Must have good verbal and written communication skills and ability to effectively plan, organize work and meet reporting deadlines.
- Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.
- Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; remains open to others' ideas and tries new things.
- Ethics – Works with integrity and ethically; upholds organizational values and is compliant with the New Jersey Uniform Code of Ethics.
- Organizational Support – Follows policies and procedures; completes tasks correctly and on time; supports organization's goals and values.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works in a general office environment with standard office equipment. Work is generally sedentary in nature but may require standing and walking for up to 10% of the time. Lighting and temperature are adequate. The noise level in the work environment can be quiet to moderate.

The nature of the port can entail 24 hours, 7 days a week operation and is regulated by federal agencies. Employee may encounter U.S. Coast Guard, U.S. Customs and Border Protection or other federal representatives during the course of performing duties and must cooperate fully.

Disclaimer:

This job description indicates in general in nature and levels of work, knowledge, skills, abilities and other essential functions as covered under the Americans with Disabilities Act expected of an employee. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an employee. An employee may be asked to perform other duties as required.

Applicants interested in the position of Accounts Receivable Coordinator should submit an application and resume to jshaffer@southjerseyport.com Human Resources.


Andrew Saporito, Executive Director & CEO