



Hudson River Park Trust
353 West Street
Pier 40, 2nd Floor
New York, NY 10014
☎ 212.627.2020
☎ 212.627.9224

hudsonriverpark.org

Accounting Manager

Reports to: Director of Finance

FLSA Status: Exempt

Hours/Week: 37.5

Hudson River Park Trust (the “Trust”) seeks an experienced, highly motivated and detail oriented Accounting Manager to oversee the day-to-day functions of the Trust’s Finance Department. The Accounting Manager will be responsible for monitoring general accounting practices, maintaining internal accounting controls, and assisting in building a strong Finance Department team. The Trust currently uses Microsoft Dynamic Great Plains ERP system for recording of all transaction. This position requires a progressive, forward-thinking leader who can build strong working relationships within the department and across the Trust. The selected candidate will need both technical expertise and emotional intelligence to manage continuing cultural and operational changes as systems and tools continue to be introduced, improved, and integrated. The successful candidate will report directly to the Vice President of Finance.

Background:

The Trust is a public benefit corporation and New York State public authority created by act of the New York State Legislature and a 501(c)(3) charitable organization. The mission of the Trust is to design, construct and maintain a prominent, and very heavily used, four- mile long waterfront park on the west side of Manhattan. The Park includes landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features. The Trust covers its \$27 million annual operating budget through parking revenue, rents from commercial facilities, permits, fees, grants, donations generated by a “Friends” organization and other private sources. Approximately 75% of the Park has been constructed with a mix of State, City and Federal capital funding. Total investment in all facilities within the Park currently stands at approximately \$540 million.

Responsibilities:

- Manage staff including training, performance evaluation, and career development; review and approve all work of direct reports.
- Resolve accounting issues with HRPT vendors, tenants and the Trust's operating departments.
- Prepare, review and analyze account reconciliations.
- Manage accounts payable (AP) staff to ensure timely completion of the AP cycle, including check runs, timely vendor payments, vendor 1099 filings, etc.
- Review and approve vendor and customer invoices for proper GL account selection, authorization for purchases or billing
- Assist with monthly closing of the general ledger, review of journal entries, general ledger account reconciliations.
- Organize documents and files (electronic and paper) for annual audit; respond to requests from external Independent Auditors.
- Monitor running balances of bank accounts to prevent overdraft; transfer funds among accounts to meet payments for vendor invoices and payroll as needed; request stop payment and maintain void check log.
- Review, obtain approval and record contracts; code and enter restricted income as applicable.
- Ensure that payments for reimbursable operational expenses are properly coded to matching revenue accounts.
- Supervise/prepare invoices for reimbursable expenses for submission to NYSDOT, FEMA and other agencies or business.
- Ensure that staff has gathered internal administrative approvals for contracts and have entered the approved base contract, contingency, allowable reimbursable amounts into the accounting system accurately before positing to GL.
- Perform accounting functions as assigned including, but not limited to, reconciliation of sub-ledger to ledgers, assist supervisor in preparing assigned schedules for the annual and interim audit.

- Prepare reports for outside agencies and management as requested, including annual reports to the Authorities Budget Office using the Public Authorities Reporting Information System.

Qualifications:

Experience and Education

- Bachelor's Accounting Degree required.
- Five plus years accounting related experience required, preferably combined with a minimum of 2 years supervisory experience
- Experienced with Great Plains software required
- Advanced knowledge of Microsoft Excel and other MS office applications
- Well-developed analytical and problem solving abilities
- Good interpersonal skills and ability to work in team setting
- Excellent time management, verbal and written communication skills
- Ability to handle multiple tasks simultaneously, identify critical tasks and establish priorities.

Compensation:

- Competitive salary of \$75,000 - \$80,000 combined with an excellent benefits package including: generous PTO, medical, dental vision and disability coverage, commuter benefits, Flexible spending and participation in New York State Pension System.

Application Process:

Submit resume and cover letter to resumes@hrpt.ny.gov. Indicate Job Code: 2018 Accounting Manager in the subject line of the email. No phone calls please.

The Hudson River Park Trust is an Equal Opportunity Employer

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

For more information on the Park, visit hudsonriverpark.org