



SOUTH JERSEY TRANSPORTATION AUTHORITY

**FARLEY SERVICE PLAZA • P.O. BOX 351
HAMMONTON, N.J. 08037**

(609) 965-6060 • (800) 658-0606 • FAX (609) 965-7315

Mikie Sherrill
Governor

Priya Jain
Chair

Dr. Dale G. Caldwell
Lt. Governor

Stephen F. Dougherty
Executive Director

JOB POSTING

Position: Accountant II
Location: Farley
Salary: \$48,000 - \$53,000
Closing Date: April 9, 2026

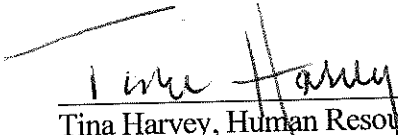
All requests for the above position are to be sent in writing to Tina Harvey, Human Resource Manager no later than the Closing Date listed above.

The final salary will be commensurate with experience and education. Employees may be eligible for merit increases each year upon satisfactory performance evaluation. SJTA offers comprehensive health coverage, generous paid leave, pension membership, telework options, and a strong work life balance – including a 40-hour week with paid lunch time. SJTA is an Equal Opportunity Employer.

Please refer to the attached for job description.

Approved:


Stephen F. Dougherty, Executive Director


Tina Harvey, Human Resource Manager

Dates Posted: April 2, 2026, through April 9, 2026

Locations Posted: East, West and Central Maintenance, Pleasantville Tolls, State Police, State Police Garage, Administration Building, EZ Pass Customer Service Center, Atlantic City Welcome Center, Airport, Airport Firehouse, Airport Parking, Airport Trailer, Engineering, Snow Equipment Bldg., ESP, Transportation Services and SJTPO

The Authority is an equal opportunity employer. The policy of the Authority is that all employees will be treated equally without regard to race, creed, color, religion, national origin, ancestry, age, sex, marital status, domestic partner status, familial status, domestic partnership status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, veteran status, disability or handicap or for any other reason prohibited by law. Such employment action includes, but is not limited to the following: employment, promotion, demotion, transfers, layoffs and termination, recruitment and selection for training and all Authority sponsored social and recreational programs.

SOUTH JERSEY TRANSPORTATION AUTHORITY
POSITION DESCRIPTION

POSITION: Accountant II

DEPARTMENT: Finance

NAME: _____

DATE: April 2026

REPORTS TO: Accounting Manager

SALARY RANGE: 4

JOB SUMMARY:

Under the direction of the Accounting Manager, perform a variety of accounting and bookkeeping duties according to established policies and procedures which allow for the preparation of reliable and accurate monthly, quarterly, and annual financial statements and reports. Perform other related duties as assigned by the Accounting Manager or other supervisory personnel as required.

Job Responsibilities:

- Enter accounts payable invoice batches.
- Review vendor invoices and employee reimbursements for accuracy and internal control compliance.
- Review and reconcile monthly accounts payable for various departments and ensure they are entered timely.
- Prepare check/electronic payments and mail/email payments on a regular basis.
- Prepare cash transfers.
- Preparing quotes and entering requisitions.
- Prepare monthly customer invoices.
- Review and reconcile monthly accounts receivable invoices.
- Generate customer account statements.
- Analyze cash receipts, apply cash to outstanding invoices, prepare cash deposits.
- Analyze historical cash collections to calculate allowance for doubtful accounts.
- Initiate collection of past due receivable accounts.
- Ensure that accounts receivable and accounts payable processes are completed within established timeframes.
- Produce various reports and spreadsheets that assist in the preparation of the monthly financial statements.
- Prepare and post journal entries.
- Prepare monthly, quarterly, and annual account analyses of Authority general ledger, accounts receivable, accounts payable and related revenue and expense accounts.
- Cross-train with other accounting positions/responsibilities as directed by your supervisor.
- Assist in special projects or other duties as required.

Knowledge and Abilities:

- Respond promptly and professionally to customer and vendor needs.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; able to read and interpret written information.
- Teamwork - Contributes to building a positive team spirit.
- Innovation - Displays original thinking and creativity; Develops innovative approaches and

ideas.

- Knowledge of and ability to use computer software programs relevant to accomplishing job duties including, but not limited to, Microsoft Office programs and financial systems.
- Ability to travel locally between office locations.

Supervisory Responsibilities:

- Not applicable.

Physical Requirements:

- Ability to work indoors at a desk for extended periods of time.
- Ability to work outdoors and travel to other job sites as needed.
- Ability to lift and carry 10-20 pounds as needed.
- Listen, talk, interact, and effectively communicate with other employees, supervisors and outside contacts.
- Standing and/or sitting for extended periods of time.
- Use of phone and/or computer for extended periods of time.
- Bending, reaching and twisting in the performance of daily job functions.
- Seeing, reading, writing, utilizing a computer keyboard, mouse and other computer implements.
- Ability to work a set schedule consistent with job and/or business needs.
- Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Qualifications:

Certified Public Accountant certification preferred but not required.

Education:

Bachelor's degree from an accredited college or university in accounting, finance or a related field. A minimum of 24 credits in accounting preferred.

Experience:

Three (3) years of accounting related experience with hands-on knowledge accounting processes in an automated environment.

Disclaimer:

This job description is not intended, nor should it be construed to be an exhaustive list of all responsibilities, duties, skills, or working conditions associated with a particular job. It is intended to be only a general description of the principal requirements common to a position of this type.