



Manager of Accounting

Job Position: Manager of Accounting

Department: Finance

Reports to: Director Finance

Qualifications:

- Minimum Years of Experience: 7+ years of related financial experience, with at least three years in a supervisory role
- Prior experience with federal, state, local government, non-profit, or government contracting entity providing services to government clients preferred
- Significant experience with Fund Accounting / Grant
- Strong understanding of government contract compliance regulations found in US GAAP & GASB knowledge
- Strong proficiency in Microsoft Office products; advanced skills with Excel
- Must have the ability to approach problem solving proactively and creatively to execute multiple tasks and adhere to strict deadlines in a fast-paced, changing environment
- Must have the ability to work collaboratively on a team, and the willingness to be an active and supportive member of a cross-functional team

Responsibilities:

- Oversee all daily accounting operations (accounts receivable, accounts payable, cash receipts and disbursements, capital asset accounting, payroll, debt service, fixed assets and variance analysis).
- Manages the daily activities of the GL team members, monitors deadlines and provides support and coaching
- Leads the month-end, quarter end, and year-end closing process
- Reviews and approves the monthly balance sheet reconciliations, bank reconciliations, researching more complex discrepancies and determining the appropriate course of action
- Maintain fixed asset module and accounting software.
- Performs accounting research and offers technical guidance, as needed, to ensure the accurate processing of accounting transactions in accordance with GAAP, FAR and CAS
- Administers the coordination of internal and external audits and the gathering of required audit information
- Proactively identifies opportunities for process improvement related to receiving, controlling, validating, recording, and reporting accounting data by reviewing internal controls, performing analysis, and updating procedures

- Use financial data and reports to provide professional accounting advice for investing, spending, and managing Commonwealth assets.
- Completes special projects and other ad hoc requests

This role could be an ideal match for you if:

- You excel at grant accounting and have experience preparing, reviewing, and reconciling financial reports.
- You are highly organized and have a knack for creating efficiencies and streamlining financial processes.
- You have strong written and verbal communication skills and enjoy collaborating with other departments to ensure grant and accounting compliance.
- You are able to manage and maintain confidential financial records with precision.
- You value contributing to and maintaining an open work environment committed to teamwork, mutual trust, and respect.

As a Commonwealth employee you would be eligible to participate in programs only offered through the Commonwealth including:

- Pension
- Remote Fridays
- Life Insurance
- Medical, Dental and Vision at competitive rates
- 13 paid Holidays

*** Qualified candidates should email a cover letter and resume to jdavies@philaport.com ***

About PhilaPort, The Port of Philadelphia:

PhilaPort is an independent agency of the Commonwealth of Pennsylvania, has as its primary mission the enhancement of water-borne trade and commerce. As an organization committed to economic development and job creation, the Authority seeks to generate activity that will maximize port-related employment and revenues by promoting the use of the Philadelphia regional port system by Pennsylvania based industries. The Authority has twelve active maritime and transportation-related terminals. Port cargoes and the activity they generate are responsible for thousands of direct and indirect jobs in the Philadelphia area and throughout Pennsylvania. The Authority is currently engaged in a Port Expansion plan that will expended almost \$300 Million in port capacity improvements over the next four years.