

## **ATLANTIC COUNTY IMPROVEMENT AUTHORITY JOB DESCRIPTION – PROGRAM SPECIALIST**

The Atlantic County Improvement Authority (ACIA) serves as Atlantic County's multi-purpose financing, development and project management agency. Primarily through shared service agreements with other public entities, our varied scope of activities include overseeing the planning, construction, and financing of public improvement projects, grant management and implementation, economic development activities and management of two municipal Golf Courses.

Reporting to the Comptroller, the ACIA is seeking a Full-Time Program Specialist to join our Accounting/Finance team. The Program Specialist will be responsible for processing accounts payable, prepare monthly invoicing to various agencies for management fees and expense reimbursements, with accuracy and in a timely manner. In addition, maintain various existing contracts for projects, as well as new projects as they are implemented.

### **Essential Duties and Responsibilities:**

- Full cycle Accounts Payable – matching, GL coding, scanning, entering Purchase Orders and Invoices into Edmunds Software
- Create monthly Project Management/Agency Invoices for Current Projects (Approx. 13, but varies as projects close or new projects started)
- Work with Project Manager to obtain approval of all Purchase Orders/Invoices
- Maintain Record of Expenses for various projects and activities
- Complete monthly account reconciliation for A/P
- Request/Maintain Certificates of Insurance (COI) from Contractors
- Request/Maintain W-9s from Vendors
- Green Tree Golf Course Activities
  - Receive/Review Purchase Requisitions
  - Enter Purchase Orders
  - Accounts Payable
  - Create monthly invoice for ACIA Administrative Expenses for Reimbursement
- Brigantine Links Golf Course Activities
  - Receive/Review Purchase Requisitions
  - Enter Purchase Orders
  - Accounts Payable
  - Create monthly invoice for ACIA Administrative Expenses for Reimbursement
- Other duties assigned as needed
- Must have great attention to detail and provide quality work

### **Qualifications and Skills**

- Three years of relevant Accounts Payable Experience, knowledge of Purchase Orders and Contracts
- Strong Organization and Time Management Skills
- Excellent Communication Skills

### **Computer Skills**

- Microsoft Office (Excel, Word, Outlook)
- Edmunds GovTech

**Salary Range:** \$50,000-\$55,000 (plus generous benefit package)

### **To Respond:**

Please forward a cover letter and your resumé to Jessica Wheeley, Comptroller, Atlantic County Improvement Authority to [wheeley\\_jessica@aclink.org](mailto:wheeley_jessica@aclink.org)