



## Hudson River Park Trust

Pier 40, 2<sup>nd</sup> Floor, West Street at West Houston Street · New York, NY 10014 · p: 212.627.2020 · f: 212.627.2021

**DEPARTMENT: Finance**

**POSITION: Project Accountant –Contractual Auditing**

### DESCRIPTION:

**Accounts Payable- Construction/Contractual Invoice Auditing:** Hudson River Park Trust

**Bachelor's Degree in Accounting with 2 years work experience.**

Great Plains Software experience preferred but will train if candidate has otherwise excellent computer skills. Excel, Crystal, report writing experience a plus, construction contract experience a plus.

#### **Responsible for:**

- Recording payment applications and invoices in weekly log
- Perform standard audit on construction application payments
- Perform standard audit on landscaping & maintenance payments
- Perform standard audit on janitorial and sanitation payment applications
- Perform standard audit on consultant and legal invoices
- Enter audited application into Great Plains for approval and processing
- Prepare and reconcile third party reimbursements
- Perform other accounting tasks as required including producing professional reports in Great Plains and Crystal.
- Assist in other A/P functions as needed

Salary: \$45K and GREAT BENEFITS

**Hours: 9am – 5:30pm**

Please send resume and cover letter in confidence to:

[Resumes@hrpt.state.ny.us](mailto:Resumes@hrpt.state.ny.us)

Or via postal mail to:

**Hudson River Park Trust**

Attn: Finance Department

Job Code APCC-2010

Pier 40 at W. Houston St.

2<sup>nd</sup> floor