

**NJ HEALTH CARE FACILITIES  
FINANCING AUTHORITY**

**JOB DESCRIPTION**

**ACCOUNTANT II  
DIVISION OF OPERATIONS & FINANCE**

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**DEFINITION:**

Under the direction of the Controller, the Accountant II is responsible for maintaining the mortgage servicing and Trustee fees accounts of the Authority; assists the controller with various other day-to-day accounting related assignments and performs other special assignments, as requested.

**EXAMPLES OF WORK:**

- Review and transmit billings of trustees' annual administrative fees, escrow agent fees and paying agent and registrar fees to client institutions for payment and prepare appropriate journal entries;
- Process the receipt of trustees' annual administrative fees, escrow agent fees and paying agent and registrar fees from client institutions; prepare checks for payment to trustees' and prepare appropriate journal entries;
- Participate in generating invoices for the Authority's semi-annual fee billings; provide assistance with follow-up on delinquent payments;
- Provide assistance as required to Division and other Authority personnel on related operational issues;
- Assist the Controller in preparing and generating Requests for Proposal (RFP's) for financial printing services; evaluate responses to the RFP; review invoices for financial printing services and distribute to appropriate parties for payment;
- Offer recommendations to enhance accounting and other operational procedures;
- From quarterly Deputy Attorney General invoices, prepare and maintain hourly information by DAG, by matter name and by quarter;
- Prepare accounts payable voucher forms for invoices received in connection with the Authority's general operating account; inputting of monthly accounting work into the accounting software package;
- Prepare and maintain a listing of all Authority furniture, equipment and computer equipment at replacement cost by office and common areas; provide such list to insurance broker;
- Maintain records relating to the OPEB Trust, including financial statements;

- Assist the Controller in preparing year-end audit material for the operating account and mortgage servicing accounts;
- Review invoices for Bond Counsel and distribute to appropriate parties for payment;
- Assist in preparing the semi-annual and year-end audit worksheets for the trustee-held accounts;
- Prepare monthly principal and interest and escrow invoices in connection with the Authority's FHA-Insured Mortgage Servicing Program; monitor escrow fund balances to ensure sufficient funds are maintained in order to make escrow payments; process the receipt of the principal and interest and escrow payments from the FHA-Insured institutions and prepare appropriate journal entries; prepare checks for payment to trustees' for principal and interest and to vendors for escrow payments when necessary and prepare appropriate journal entries; initiate wire transfers to and from NJ Cash Management escrow accounts; maintain principal, interest, Authority mortgage servicing fee and mortgage balance spreadsheet and escrow investment spreadsheet.

## **KNOWLEDGE AND SKILLS**

- Comprehensive understanding and working knowledge of general or special accounting principles and related application; as well as the financial markets;
- Ability to prepare complex mathematical computations and to compile same accurately and with reasonable speed;
- Ability to use various accounting software programs, including Microsoft Office Suite, with emphasis on Word and Excel;
- Ability to communicate and personally interact effectively with associates, client borrowers and trustee bank personnel.

## **EDUCATION/EXPERIENCE:**

- A Bachelors degree in accounting or other related study.
- A minimum of three years accounting experience or equivalent study.

*\*\*\*This job description is a general job description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of New Jersey Health Care Facilities Financing Authority ("NJHCFFA") are expected to perform tasks as assigned by NJHCFFA supervisory/management personnel, regardless of job title or routine job duties.\*\*\**

**SALARY RANGE:**      22      (\$46,911.02 - \$64,301.15)      1/1/11