



MORRISTOWN AIRPORT

DM AIRPORTS, LTD. welcomes Applicants for the position of:

Junior Accountant

*DM AIRPORTS, LTD. Operates Morristown Airport (MMU)
on behalf of the town of Morristown, NJ*

The Airport



Morristown Airport (MMU) is one of the nation's premier general aviation (GA) airports. Given the airport's advantageous location west of New York City in Morris County, New Jersey, MMU is home to flight departments of multiple Fortune 500 Companies, two world-class Fixed Based Operators in Signature Flight Support and Atlantic Aviation, U.S. Customs & Border Protection to accommodate international travel, Air Traffic Control and more. A fixture in the New York Airspace since the early 1940s, MMU has long been recognized by industry organizations as a leader in the general aviation world and actively advocates on behalf of all GA members.





The Region

What do you call a region that offers every type of amenity and entertainment under the sun? We call it home and so can you. That's what living and working in Morris County, New Jersey can provide. While Morristown itself has plenty to offer from a lively downtown scene filled with restaurants, bars, concert venues, parks, museums and more, the region itself offers so much more. Pick a direction from MMU and go explore.



To the east, you'll find Hoboken, one of the nation's top ranked towns for young professionals. Not to mention, just across the Hudson River in Hoboken, lies the city that never sleeps. To the west and north, skiing, hiking (on the Appalachian trail no less) and any other outdoor activity you can find here in New Jersey and with our neighbors New York and Pennsylvania. To the south, 127 miles of coastline await along the Jersey Shore.

Whether you enjoy live sporting events (with 11 professional teams in driving distance!), bustling city life (New York should fit the bill here), exploring the outdoors, or anything in between, working and living here in Morris County opens up endless possibilities.

The Company.



DM AIRPORTS, LTD. (DM) is responsible for every management facet of Morristown Airport, both airside and landside. Joining our dynamic and experienced team will give you the full picture of what running an airport is all about. Our team is responsible for the integrity and safety of the airfield, maintaining an exceptional landside campus, managing leaseholds, coordinating major construction and development projects, connecting with the local community, marketing efforts, and engaging with industry organizations.

DM has a long history of industry engagement with multiple staff holding appointed positions such as AAAE NEC Chapter Officers, International AAAE Board Members, NATA's GA Airport Committee Members and ACRP Oversight Committee Members. These engagements create relationship pathways that help drive staff promotions and professional advancement. There is a long list of professionals who take a great deal of pride in the fact that they started their career at MMU.



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The Position: Junior Accountant

The Junior Accountant plays a pivotal part in ensuring the smooth financial operations of the Company. Reporting to the Accounting Manager, the primary responsibility of this position is to manage the accounts receivable, payroll administration and cash management functions, keeping the Company's financial obligations up to date.

As an integral part of the Finance Team, the Junior Accountant will be responsible for preparing and tracking tenant invoices, processing cash receipts and bank deposits, and monitoring receivable balances and collections while supporting the Accounting Manager with month-end close activities.

In addition, the Junior Accountant will also be responsible for processing the bi-weekly payroll and 401(k) deductions for the Company and ensuring all payroll tax filings, benefit deductions and year-end payroll reporting is completed in an accurate and timely manner. The Junior Accountant will also cover all Accounts Payable functions in the absence of the Accounts Payable Coordinator.

With a keen eye for detail, the Junior Accountant is expected to be highly organized, analytical, and capable of managing multiple accounting functions effectively, while maintaining accuracy and confidentiality. This position offers a challenging and rewarding opportunity to work collaboratively within a dynamic airport environment, contributing to the overall financial operations of Morristown Municipal Airport.

For a full job description, [click here.](#)

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Position Qualifications

- Bachelors degree in accounting.
- CPA preferred.
- 1-3 years of accounting experience required.
- Real estate accounting experience preferred.
- Proficient in Microsoft Excel and other Microsoft Office applications.
- Knowledge of Microsoft Business Dynamics (Business Central) a plus.
- Experience with payroll processing preferred.

3 Salary & Benefits

The annual starting salary for this position is \$75,000-\$85,000, and is accompanied by a generous benefits package, which includes:

- Medical, Dental & Vision Insurance
- Health Reimbursement Account
- 401(k) Retirement Plan with Company Match
- Life & Long-Term Disability Insurance
- Flexible Spending and Dependent Care Accounts
- Paid Time Off
- Parental Leave

4 How To Apply

To be considered for this position, please submit your application [**here**](#).

DM AIRPORTS, LTD. is an Equal Opportunity Employer. We are committed to making all employment decisions, and taking all employment actions, without regard to any Protected Characteristic.

