



<b>Job Title</b>	<b>Airport Accounting Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>17199</b>

**Class Specification – Airport Accounting Manager**

<b>Summary Statement:</b>	
<p>The purpose of this position is to direct, manage, and supervise and coordinate the activities and operations of the accounting and finance functions of the Airport, including accounting, cash management, accounts payable/receivable, budget and grant administration. This is accomplished by ensuring the accuracy of data; assisting in the development and maintenance of the Airport’s financial reporting system to insure integrity; providing feedback on personnel performance issues; seeking customer input; investigating complaints; supervising month-end and year-end accounting procedures; coordinating assigned accounting functions and duties with staff, other departments, and outside agencies. Other duties include developing and implementing new processes and procedures; communicating with staff frequently; stimulating teamwork to accomplish desired goals and objectives; and providing assistance during emergencies.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Plans, directs, coordinates, and reviews assigned work by issuing work assignments; monitoring work flow; evaluating production and work quality; meeting with staff to resolve issues; developing and implementing new policies and procedures; identifying opportunities for improvement; and counseling and disciplining as needed within set policies and procedures.
20%	Reviews general ledger accounting transactions by approving assigned monthly accounting journals and transactions; advise staff on proper year-end accounting procedures and processes; perform adjustments and reconciliations; prepare annual financial reports; and provide input and analysis to credit rating agencies for annual rating reports and provide financial information to departments upon request. Coordinate with external and internal auditors for the audit of financial results and audits of Airport tenant operations.



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20%	Oversee and coordinate the Airport's rates and charges program. Oversee, direct, and participate in the development and administration of the Airport's Capital Improvement program. Oversee all federal, state, and local grant and PFC applications and close out documents. Evaluate funding sources and provide cash management reports and analysis to the Director of Aviation for capital needs and long term debt decision-making.
5%	Analyzes accounts receivable by reviewing reports on a monthly basis; work with staff in other departments to guarantee the resolution of discrepancies and compliance with proper policies and procedures; and ensure senior staff and other departments are updated on past due accounts.
5%	Reviews purchase order requests from individuals or departments; and approve purchase orders for the finance department.
20%	Oversee and participate in the development and administration of the Aviation's Department annual budget; participate in forecasting funds needed for staff, equipment, materials, and supplies; monitor and approve staff expenditures; create and develop new spreadsheets and analysis as requested by management; stay abreast of new trends and innovations in the field of governmental accounting.

<b>Competencies Required:</b>
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.



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Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in accounting, finance, or a related field.

Experience: Five years of full-time professional experience in accounting, including two years of supervisory experience.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:**

Receives Administrative Direction: The employee normally performs the duty assignments with broad parameters defined by organizational requirements and accepted practices. End results determine effectiveness of job performance.



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**Fiscal Responsibility:**

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

**Physical Demands:** Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office and specialized accounting software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: November 2014