



<b>Job Title</b>	<b>Airport Accounting Supervisor</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>SUP</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>13455</b>

**Class Specification – Airport Accounting Supervisor**

<b>Summary Statement:</b>	
The purpose of this position is to provide supervision to the accounting, procurement, and inventory management department. It is responsible for accounts receivable, accounts payable, and general ledger accounting for the Airport, including lease accounting, revenue and expense recognition, and assistance with fixed asset capitalization. Additionally, this position oversees the implementation and execution of procurement and inventory management at the Airport.	
<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.
60%	Provides supervision to accounting, procurement, and inventory management staff. Oversee invoice creation to ensure all customers are billed on schedule, correctly and in compliance with the appropriate contract. Oversee collections of cash receipts to ensure payments are received and applied correctly to the appropriate invoices. Reviews and approves invoices for payment. Oversees month end closing and significant portions of year end closing. Works as accounting liaison between Airport and City personnel.
35%	Ensures accurate financial reporting is provided to management. Reviews contracts and other legal documents for accounting implications and ensures correct financial statement recognition. Responsible for the creation and compliance of internal controls relevant to finance and procurement to prevent, detect, and deter fraud. Works closely with external auditors during interim and year end audits to provide all necessary documentation and clarity.
5%	Provides back-up coverage for the advisory commission finance presentation.

**Competencies Required:**

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.



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**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:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**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, business administration, or a related field.

**Experience:** Five years of full-time responsible accounts payable, accounts receivable, or accounting experience, 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.	
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**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.



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**Supervision Received:**

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

**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	Seasonally
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, scanner, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office, specialized accounting software, and US Bank access on-line software for Visa card program and deposit check scanning.



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*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: March 2018