



BILL AND HILLARY  
**CLINTON NATIONAL AIRPORT**  
 LITTLE ROCK

***Position Description***

<b><i>Department</i></b>	Finance
<b><i>Position Title</i></b>	Director – Finance, Chief Financial Officer
<b><i>Grade</i></b>	M-5
<b><i>Reports To</i></b>	Deputy Executive Director
<b><i>FLSA</i></b>	Exempt
<b><i>Approved Date</i></b>	September 1, 2003
<b><i>Revised Date</i></b>	February 24, 2015
<b><i>Purpose</i></b>	Oversees all fiscal and fiduciary responsibilities for the Airport. Responsible for the development of a financial strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve the Airport’s assets and report accurate financial results. As a member of the senior leadership team, will advise, evaluate and assist with financial planning and economic modeling.
<b><i>Duties &amp; Activities</i></b>	<p>Oversee all aspects of the Airport’s finance, accounting, and the investment activities, including design of an organizational structure adequate for achieving the Airport’s goals and objectives.</p> <p>Engage senior staff and appropriate committees around issues, trends, and changes in financial reporting. Assist in establishing yearly objectives and meeting agendas, and selecting and engaging outside consultants (auditors, investment advisors).</p> <p>Assess organizational performance against both the annual budget and the Airport’s long-term strategy. Develop tools and systems to provide critical financial and operational information to senior staff and make actionable recommendations on both strategy and operations.</p> <p>Manage cash flow and forecasting. Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs. Optimize the handling of banking relationships and initiate appropriate strategies to enhance cash positions.</p> <p>Mentor and develop a strong financial team, managing work allocation, training, problem resolution, performance evaluation, and the building of an effective team dynamic..</p> <p>Ensure that effective internal controls are in place and ensure compliance with GAAP and applicable federal, state and local regulatory laws and rules for financial and tax reporting.</p>

	Ensure credibility of Airport through consistent and transparent financial reporting practices.
	Maintains regular and punctual attendance. Works extended hours, outside of regular shift schedule, as required by operational needs.
	Respond to and assist with Airport emergencies. Perform other duties as assigned.
<b><i>Role Definition</i></b>	Manager/Supervisor
<b><i># of Direct Reports</i></b>	2
<b><i># of Indirect Reports</i></b>	2
<b><i>Budget Responsibilities</i></b>	Oversight of Entire Airport Budget Process and Reporting
<b><i>Education &amp; Experience</i></b>	A minimum 8 years experience in a financial management position, with up to date knowledge of current financial and computer accounting applications; Masters degree in Accounting, Finance or Business; or equivalent combination of education and experience.
<b><i>Language Skills</i></b>	Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, civic bodies and/or Airport Commission.
<b><i>Math Skills</i></b>	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
<b><i>Reasoning Ability</i></b>	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
<b><i>Computer Skills</i></b>	Intermediate computer competency, including intermediate knowledge of word processing and spreadsheet software.
<b><i>Technical/Trade Skills</i></b>	Working knowledge of GAAP, related public account, human resource/supervisory issues.
<b><i>Interpersonal Skills</i></b>	Typically requires highly developed interpersonal skills for dealing with sensitive or controversial situations.
<b><i>Licenses/Certifications</i></b>	CPA designation preferred. Valid Driver's License is required.
<b><i>Physical Effort</i></b>	Most of the time is spent sitting or standing in the same location, or there may be a need to stoop regularly or move/lift light material or equipment (typically less than 8 pounds).
<b><i>Job Environment</i></b>	Located in a comfortable indoor area. Any unpleasant conditions would be infrequent and not objectionable.

<b><i>Job Hazards</i></b>	There is occasional exposure to hazards or risk of injury which are unpredictable or uncertain and which result in risk or personal injury.
<b><i>Job Pressures</i></b>	Under regular pressure to meet deadlines, quotas and/or must frequently deal with unpleasant issues related to people or situations.