



Job Title	Department	Updated	Supervisor
Finance Services Manager		March 2015	Senior Director of Finance & Administration

Position Summary

Under general supervision, performs professional accounting duties in the analysis, preparation and maintenance of financial records and reports; provides technical assistance to the Senior Director of Finance & Administration; and performs other related duties as assigned.

Distinguishing Characteristics

The Finance Services Manager classification exists to perform a variety of complex highly technical accounting activities necessary for the effective management of the Airport's fiscal affairs to include professional accounting duties in the analysis and maintenance of a variety of accounting and financial records and systems, including capital and operating budgets, the general ledger and fixed assets. Requires the ability to review and exercise independent judgment involving the use of current accounting standards and determine corrective action.

Duties and Responsibilities

- Responsible for functional tasks related to the administrative, business and financial activities of the Authority to ensure the integrity of financial statements and compliance with appropriate and generally accepted accounting principles.
- Reviews, analyzes, balances and/or reconciles assigned general ledger accounts and other accounting transactions, requiring the interpretation and application of professional accounting theories, principles and practices; identifies and resolves problems; prepares financial statements including cash statements.
- Performs responsible accounting functions related to general ledger maintenance and month-end and year-end closing; identifies and researches issues, errors and problems and develops and provides recommendations to ensure issues are fully resolved.
- Monitors preparation of, prepares, performs and reviews a wide range of journal entries, including accrual, reclassification and adjusting entries; sets up new account and other codes in the system.
- Maintains and reviews fixed asset and other related accounts; prepares journal entries for the acquisition and disposal of fixed assets; determines whether fixed asset items should be capitalized and the appropriate depreciation period; maintains database of fixed assets; periodically reconciles fixed asset schedules to general ledger.
- Maintains and provides oversight of accounts receivables; initiates request for payment; reconciles payments received as needed; ensures monthly reconciliation reports are generated.
- Provides oversight of all accounts payable vendor payments to ensure prompt and accurate payments. Develops strategies to ensure all vendors are paid within terms.
- Processes payments to contractors, engineers, etc. and ensures compliance with grants, accounting standards, city and other governmental requirements. Initiates quarterly draws from FDOT, FAA and other granting agencies.
- Maintains and monitors projects documentation list and project files. Develops spreadsheets for tracking of payments and due dates. Reconciles all statements monthly.
- Participates in the month-end and year-end closing and audit processes; reviews various month-end reports during closing process, identifies errors and mitigates risk of system errors; performs complex calculations and prepares assigned month-end and year-end journal entries; drafts, reviews and analyzes audit work papers; prepares audit lead schedules with appropriate back up to withstand audit review; performs financial and other analyses requested by auditors.



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- Develops, reviews, evaluates, updates, generates and/or distributes specialized accounting records, reports and spreadsheets including fueling reports, grant reports, project list and quarterly PFC reconciliation reports.
- Reviews requisitions, purchase orders, and financial information for accuracy and appropriate authorization for payment; prepares monitors, reconciles and closes out purchase orders.
- Compiles, calculates and analyzes highly technical data and information from a variety of sources; reviews, verifies and audits reports and supporting documentation including authorizations; identifies discrepancies, resolves issues and/or notifies appropriate sources and ensures that issues are resolved; distributes reports to internal and external sources in a timely manner.
- Assists in preparation of monthly, quarterly and annual airport grant reports, grant proposals, pre-applications, and close out of projects in accordance with regulations.
- Prepares resources for the administration and management of operational and capital budgets for the airport and assists in the development and monitoring of budgets.
- Provides accurate and timely information and assistance to customers; researches and handles inquiries from customers on a wide array of complex, technical matters related to areas of responsibility; identifies weaknesses in processes and procedures and recommends course of action for improvement.
- Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development.

Fosters employee relations as established by the Airport Authority

- Adheres to and upholds all Airport Authority rules, policies, and procedures adopted by the Airport Authority (e.g. harassment, discrimination, hostile work environment, etc.)
- Represents and conducts self in a professional manner.

Miscellaneous

- Maintains and supports a high level of customer service to peers, partners and passengers.
- Adheres to safe operating procedures set forth by the Melbourne Airport Authority and OSHA.
- Other assignments and/or duties as directed by a member of management.

Knowledge, Skills and Abilities

- Knowledge of principles, practices and terminology of general accounting theory principles and practices, including financial statement preparation and methods of financial control and reporting in accordance with Generally Accepted Accounting Procedures (GAAP), Governmental Accounting Standards Board (GASB) and Financial Standards Board (FASB) rulings and pronouncements.
- Knowledge of basic cost and project accounting methods and procedures.
- Knowledge of auditing principles and practices.
- Knowledge of operations and uses of standard spreadsheet software and application.
- Knowledge of the general accounting system and associated systems, practices and procedures for processing accounting information and interpreting data.
- Ability to interpret, apply, and explain accounting laws, rules, and regulations.



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- Ability to search for, select, and compile/summarize data and information through use of automated accounting systems.
- Ability to identify discrepancies or inaccuracies in data and make corrections.
- Ability to collect and organize accounting data, interpret its significance, and prepare accurate reports.
- Ability to analyze revenue and expenditure accounts and prepare budget forecasts.
- Ability to operate standard office equipment such as computer terminals, copy machines, calculators, and microfiche viewers.
- Ability to organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.
- Ability to make accurate calculations.
- Ability to maintain confidentiality of documents and records.
- Ability to prepare clear, concise and complete financial documents, working papers, statements and reports.
- Ability to communicate effectively with others, both verbally and in writing.
- Ability to establish, maintain and foster effective working relationships with those contacted in the course of work.
- Ability to pass the required Department of Homeland Security background investigation.

Experience and Education Requirements

Bachelor's degree with a major in accounting or a closely related field with more than three (3) years of work experience in business management, finance, public administration or airport management.

Two years' experience with administration of Federal Aviation Administration grants.

A valid driver's license is required at the time of application.

Position requires computer operations experience, including strong working knowledge of email, word processing and spreadsheet applications (Microsoft products desirable).

Special Requirements

- Pass a pre-hire drug screen and random alcohol and drug testing.
- Pass federal fingerprint based criminal history background check.

Physical Requirements

Sit	For most job tasks at a standard desk and chair; in meetings; to meet others at their offices.
Stand/Walk	Frequent walking and standing in Airport grounds and buildings
Talk/Listen	To be able to orally communicate with staff, employees and others.
Dexterity	To be able to write, use the computer and telephone.
Climb/Balance	To be able to reach top drawers of file cabinets with supportive assistance, such as a step stool.
Stoop/Crawl/Kneel/Crouch	To be able to retrieve files from bottom drawers of file cabinets



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Lift/Move/Push/Pull	To be able to move file boxes weighing up to 20 pounds.
Vision	To be able to use a computer for the majority of the work day; to read and write.