

**Metropolitan Knoxville Airport Authority  
Position Description**

**Vice President of Finance and Administration**

Status	Position	Date
E 15-17 (Varies)	V. P. of Finance and Administration	Dec 2017
Department	Manager/Supervisor	
Administration	President	

**General Description of Major Tasks of Position**

Responsible for management, administration, planning and directing the overall assigned administrative, financial, accounting, and properties (airline) management functions. The position is the chief financial officer of the Metropolitan Knoxville Airport Authority. Manages and supervises staff in achievement of department objectives. Participates and contributes to the executive management team. Coordinates work objectives with other departments.

Tasks of Position	Representative Activities as Duties and Responsibilities
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**Directs the overall operation of a department. [Essential] [5-10%]**

Representative activities include establishing overall department goals and objectives, policies and procedures, and coordinates with overall organization objectives. Defines department performance requirements, action steps, communicates with other departments.

**Manages and supervises assigned staff. [Essential] [5-10%]**

Representative activities include selection and placement of the most qualified staff at the least expense into supervised positions; outlines organization policies and procedures; defining work expectations, goals, or objectives of performance and contribution within the position; coaches and counsels staff in achievement of their objectives; continuously evaluates performance; initiates and conducts staff discipline; executes a continuous management presence in support of overall staff contribution. Oversees training and individual development of staff. Provides linkage of monetary rewards to staff contribution (Pay-for-Performance).

**Participates in and contributes to the management team. [Essential] [5-10%]**

Representative activities include participation and active contribution within the management team in defining overall organization objectives, establishment of action steps in pursuit of those objectives, delegation and assignment of responsibilities, and individual performance of actions necessary for achievement of objectives. Evaluates and provides feedback to team on success toward outcomes, failures, and potential recommendations as corrective or directional changes.

# **Metropolitan Knoxville Airport Authority**

## **Vice President of Finance and Administration**

### **Responsible for coordination with other departments. [Essential] [5-10%]**

Representative activities include collaboration through communication and problem solving with other department managers in resolving conflicting problems and system processes that prevent attainment of organization objectives, problem solving interdepartmental conflicts causing performance deficiencies between staff, and continuously seeking and actively working toward improvement of process and systems.

### **Performs administrative and coordinative tasks within department. [Essential] [50-70%]**

1. Responsible for the overall maintenance of accurate accounting records and the preparation of financial and statistical management reports.
2. Responsible for the preparation and monitoring of the budget.
3. Responsible for the development of and collection of revenues
4. Responsible for the controls over cash disbursements
5. Responsible for the investment of surplus funds.
6. Coordinates the Airport Authority's independent audit and monitors the Internal Auditor's review of tenant accounts.
7. Responsible for administration of the funding components of state and federal grant programs and coordinates financing for capital projects.
8. Serves as the contract administrator and properties (airline) manager for the Airport Authority.
9. Assists with solicitation of bids and proposals for airport services.
10. Assists the President in negotiating contracts.
11. Assists the Airport Authority's legal counsel in drafting contracts and agreements related to finance and funding.
12. Administers the acquisition of the risk management products and services.
13. Coordinates property and real estate acquisitions.
14. Responsible for oversight of the ground transportation program.

### **Coordinates operations with President. [Essential] [5-10%]**

Representative activities include assisting the President in developing and monitoring long-range financial plans and specific special projects.

## **Metropolitan Knoxville Airport Authority**

### **Vice President of Finance and Administration**

**Responsible for department budget and cost control. [Essential] [up to 5%]**

Representative activities include: Prepares and monitors annual budget for administration.

**Performs other activities as may be requested or required. [Non-Essential] [5-10%]**

Representative activities include: Work on special projects as needed. May be assigned role and requisite training in crisis/critical incident management and Airport Emergency Plan.

#### **Minimum Educational and Work Qualifications**

BS degree or education equivalent in business management, finance or accounting (MS or MBA preferred) plus a Certified Public Accountant certification CPA or applicable equivalent professional certifications or accreditation, and a minimum of six to eight years professional practice experience. Must have demonstrated competency in management of financial departments and supervision of staff. Must have exemplary communication skills both written and verbal. Strong competence with contemporary technology systems and software products for management, analysis and communications.

#### **Environmental and Working Conditions**

Job is performed in a well-lighted, well-vented, modern office setting. Must be able to move from one work location to another. Requires sitting tolerance with occasional bending, stooping, and twisting. Lifts up to 10 pounds occasionally. Must have effective communication skills. Frequent exposure to:

1. computer workstation, including peripherals
2. 10 key calculator
3. Mobile technology devices

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Signature of Employee

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Signature of Manager

## **Key Performance Variables and Factors**

1. **Achievement Orientation** - Personal efforts toward accomplishment of individual and business unit goals and customer service. Degree to which incumbent seeks additional responsibility and personal growth, establishes own standards of excellence, presents a results orientation, and displays a sense of responsibility.
2. **Job Knowledge** - Understanding of job-related requirements, techniques, methods and procedures. Degree to which incumbent demonstrates training and experience. Extent to which employee improves skills by keeping abreast of changes in techniques and related developments.
3. **Productivity** - Personal efforts toward quality and quantity of work performed. Consider the amount of work, accuracy of results, thoroughness, use of time, amount of supervision required, errors, and completeness.
4. **Attendance** - Evaluate availability for work. Degree to which employee displays responsibility to be at work as scheduled. Evaluate causes of absences as well as frequency and severity.
5. **Communication/Interaction Skills** - Ability to communicate effectively with others as required and the quality of day to day communication interaction required with other employees and customers.
6. **Safety Commitment** - Extent to which employee works safely and observes safety rules, regulations and practices, and shows interest and concern for Airport Authority's commitment to a safe and clean working environment for all employees.
7. **Quality Commitment** - Extent to which an employee is committed to pursuit of excellence in all aspects of position responsibilities including: service and commitment to customers, support of Airport Authority's goals and customer service, objectives, policies, procedures, practices, and training.
8. **Teamwork** - Contribution and performance in team and/or committee situations. Contributions to innovation, creativity, communication, consensus building team derived solutions to continuing problem solving and improvement processes.