

# Morristown Municipal Airport

Morristown, New Jersey

## Director of Finance

### Overview

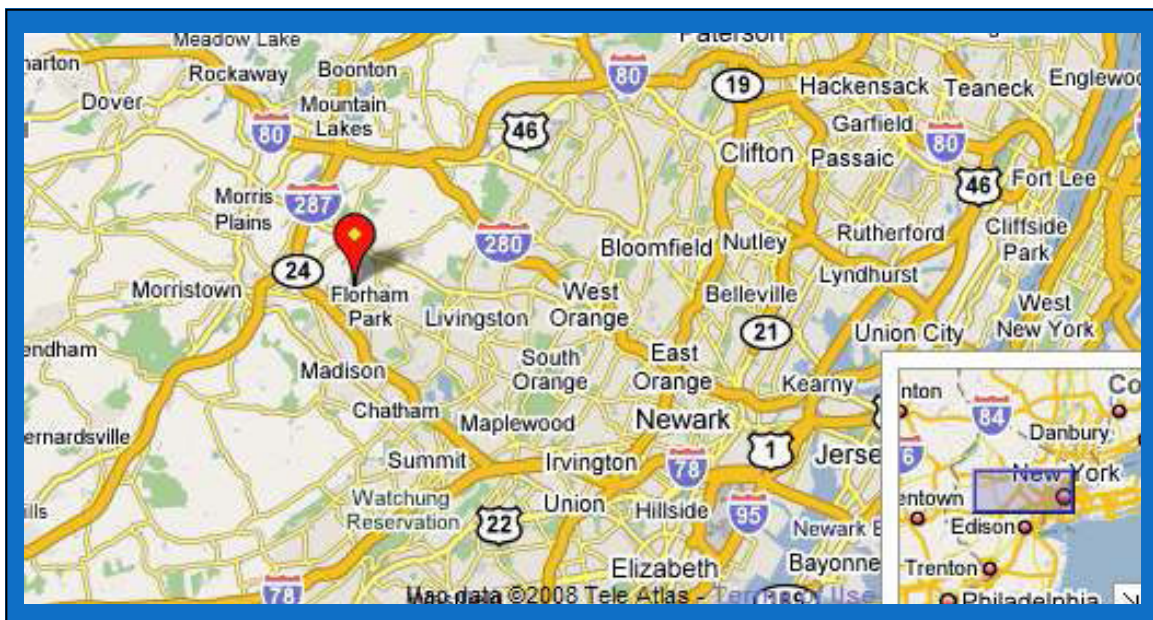
The Morristown Municipal Airport (MMU) has a unique and exciting opportunity for a finance person with an outgoing personality and team-oriented approach. This is a new position that has been created to handle the monumental growth and complexities we are experiencing at MMU. We want you to develop and implement a new generation finance department that provides state of the art financial analysis to the senior decision makers. Your ability to adapt to change and solve problems will be needed for your and our success. MMU is not your normal municipal airport. It is well known for its first-class facilities for corporate flight departments and business aviation. DM AIRPORTS LTD. is a private company that has operated this busy northeast airport since 1982, under a 99 year lease with the Town of Morristown. All business activities are autonomous, and are operated solely as a private corporation. Casual camaraderie defines our work environment and underscores the importance we give to a team environment.



In our area, wonderful opportunities exist in education, employment, the arts, and recreation. Adding a comfortable climate for most of the year, excellent medical care, and a secure environment makes this a truly appealing place to work and live. We offer a great diversity of quality stores and businesses available in a warm, friendly and quaint village setting. Our energized downtown is the perfect setting for dining, entertainment, special events and shopping.

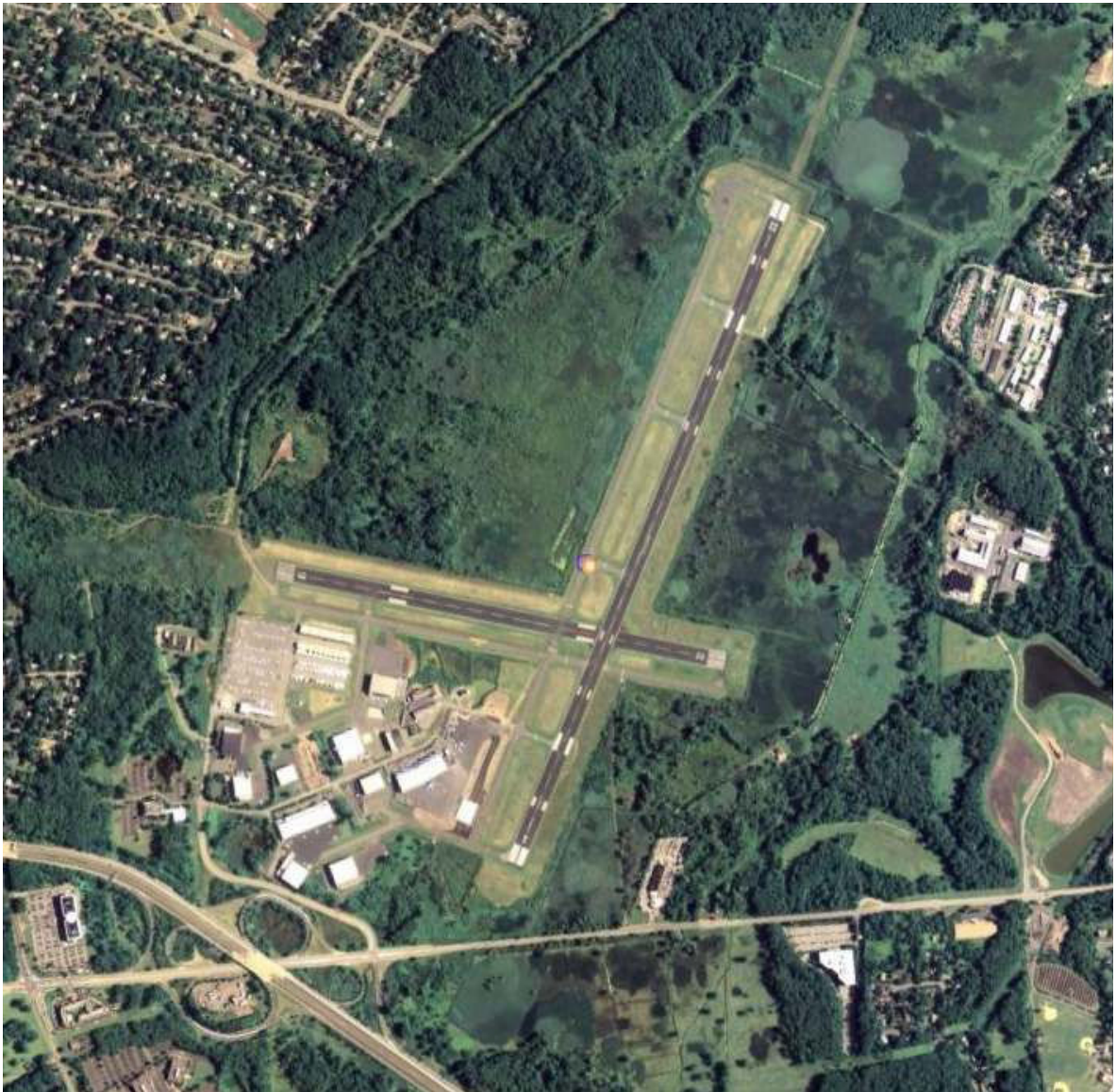
### Location

Only 26 stoplight free miles from New York City, MMU is a short drive to Manhattan and fewer miles to North Jersey's corporate enclaves.



## About MMU

- Morristown Municipal Airport (MMU) is ranked third in the state in number of take-offs and landings behind Newark and Teterboro. It is one of the top 50 busiest general aviation airports in the United States with approximately 40% of our annual operations conducted by business jets.
- There are 30 full time positions at MMU along with several temporary positions hired each summer.
- Our annual operating budget is about \$28 million. MMU is self-funded as a private corporation deriving no dollars from any governmental jurisdiction for operational expenditures. MMU has received millions in Federal funds for airfield related capital improvement projects.
- We have a US Customs Operation and promote ourselves as a "convenient gateway for International travelers."
- For additional airport information, please visit our website at: <http://www.mmuair.com/>





## The Town

A change in your work environment not only involves your job, but where you work and live. So what does the Morristown area have to offer?

Historic Morristown is home to many Revolutionary war homes and museums. One such home, found only two miles from Morristown Municipal Airport, was used as a headquarters by Gen. George Washington.

The Morristown Square, located in the center of town, is a park and local meeting place which hosts fairs, outdoor concerts and many restaurants and boutiques. Whether you're looking for a little bit of history or quick access to the bustling New Jersey business community, it's all here in the Morristown area.

The website [Morristown.com](http://Morristown.com) says...“Living in Morristown and neighboring Madison, Chatham to the East, Mendham, Randolph, Chester, Long Valley to the West..beautiful Lake Hopatcong to the North and the other wonderful towns in-between, that together, make up Morris County NJ..is about as close to a ‘Norman Rockwell’ neighbor friendly lifestyle as it gets! Surrounded by history and National Parks..maybe 1 hour drive into New York...(except when there is heavy traf-fic..)...you could call this area Heaven’.”

Wonderful opportunities exist in education, employment, the arts, and recreation. Adding a comfortable climate for most of the year, excellent medical care, and a secure environment makes the Morristown area a truly appealing place to work and live. Morristown offers a great diversity of quality stores and businesses available in warm, friendly and quaint village setting. The energized downtown is the perfect setting for dining, entertainment, special events and shopping.

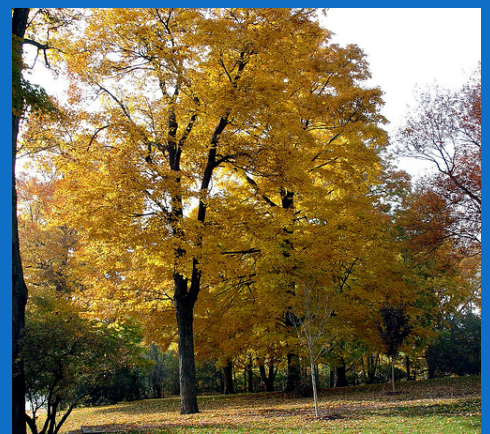
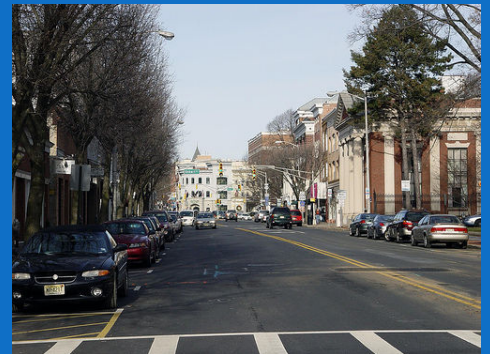
## Links

See more from [Morristown.com](http://www.morristown-nj.org) at:

<http://www.morristown-nj.org/>

If you are interested in data, all of the facts and figures about Morristown can be found at:

<http://www.city-data.com/> (click on New Jersey, then on Morristown)



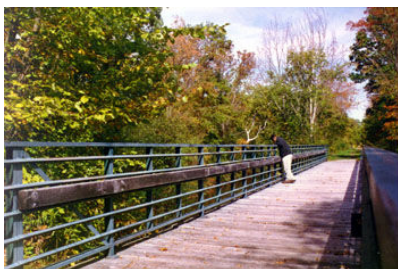


## Job Description

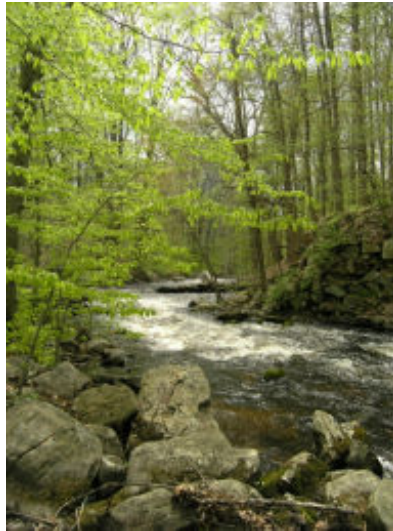
The Director of Finance reports to the Deputy Executive Director. He or she oversees all employees who develop and implement the Airport's financial policies and accounting procedures.

### Business Responsibilities

- Oversees all business, financial, and accounting activities of the Airport.
- Directs the financial management program which includes coordinating and managing all functional activities associated with budget preparation, forecasting, reporting, and financial analysis.
- Responsible for developing, coordinating, and implementing both long and short term financial policies and programs.
- Manages and directs the finance, purchasing, and accounting functions.
- Oversees and directs the Airport's investments, debt finance instruments, and overall financial well being.
- Represents Airport in financial matters dealing with governmental agencies and with private business entities.
- Advises the Deputy Executive Director and Executive Director on day-to-day business operating and financial matters.
- Manages and oversees the work of direct and indirect reporting employees.



*Columbia Trail in Morris County*



*Black River*

## Position Requirements and Qualifications

- Bachelor's degree required in Finance, Accounting, Business Administration, Airport Management or Public Administration.
- CPA and/or Masters degree is highly desirable.
- Ideal candidate would have a combined ten years of experience in public and private financial management with five (5) years experience of increasingly responsible work at a supervisory or management level in accounting or other financial career field.
- Working knowledge of accounting level in accounting or other financial career field.
- A.A.E. accreditation a plus, but not required. Successful candidate without accreditation must agree to obtain A.A.E. within three years.
- Must be a persuasive communicator with a management style that is participatory and team-oriented.
- Ability to analyze complex business operations issues and financial matters in order to make sound recommendations.

- Ability to coordinate, direct, and manage the work of others as an experienced and effective team builder.
- Knowledge of policies and procedures related to modern business operations and practices.
- Working knowledge of financial planning and reporting, and business financial accounting practices.
- Ability to effectively establish and maintain working relationships with employees including both direct and indirect reports, public officials, tenants and the general public.
- Proven technical and proactive leadership skills with an expertise in finding creative solutions.
- Strong decision-making and interpersonal skills imperative.



*Cross Estate Gardens*



*Headquarters Plaza in Morristown*



*Statue of George Washington*

## Compensation & Benefits

This is an outstanding opportunity to join a creative leader in the airport industry located in a great community where the quality of the people and the diversity of operation make for a truly challenging experience:

- Very competitive *starting* salary range of \$110,000 - 125,000 DOE.
- Additional 5% salary bump for completion of A.A.E. accreditation.
- Annual bonuses based on profit sharing and individual performance.
- Top tier medical, prescription, vision, and dental benefits plan with no employee contribution.
- 401(k) retirement plan with up to 6% company match.
- Sick leave and long term disability plans.
- Life insurance plan funded by MMU at 3 times salary.
- Relocation benefits.
- Tuition reimbursement.

## How to Apply

We are glad you are interested in our vacancy and look forward to discussing the merits of this opportunity, our airport, and our community.

Our search is being conducted for MMU by Mr. Doug Kuelpman, President of ADK Executive Search. Please submit a single submission in Word or PDF format with the following:

1. A cover letter stating:
  - Why this position is right for you.
  - The size of budget for which you have been responsible.
  - The number of people you have supervised.
  - Your experience in accounting and the implementation of new accounting technologies.
  - Your creative thinking towards capital improvement programs.
2. Your resume.
3. Five work related references who know you and the work you have done.

All responses to this solicitation should be emailed to: [mmu@adkexecutivesearch.com](mailto:mmu@adkexecutivesearch.com).

Position will remain open until filled.

