

---

## Chief Financial Officer

---

**Grade: 22**

**Reports to: COO**

**Department: Finance**

**Classification: Exempt**

**Division:**

**Date: 11/20/2019**

**Approved:**

### **JOB SUMMARY**

Directs and manages all financial and fiscal management functions of the Authority's operations and responsible for adhering to GAAP for safeguarding the Authority's assets. Provide leadership and management of the administrative, business planning, accounting and budgeting efforts of the Authority.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Create, coordinate, and evaluate the financial programs and supporting information systems of the Authority's Operating Budget and Capital Budget by analyzing current and projected financial conditions.
2. Direct and manage changes and updates of the computerized accounting systems for the Authority.
3. Ensure compliance with local, state, and federal budgetary reporting requirements.
4. Oversee the approval and processing of Authority's accounting functions including; revenue, expenditure, department budgets, ledger, account maintenance and data entry, payroll, taxes, and cash flow.
5. Ensure that funds are available when needed by initiating and implementing financial plans to meet present and short and long term needs.
6. Coordinate the preparation of financial statements, financial reports, special analyses, and information reports.
7. Develop and implement finance, accounting, billing, and auditing procedures and ensure records systems are maintained in accordance with generally accepted auditing standards.
8. Establish and maintain appropriate internal control safeguards.
9. Interact with other managers to provide consultative support to include planning initiatives through financial analyses, reports, and recommendations and ensures fiscal adherence to contractual and other agreements by working closely with and advising other department heads.
10. Analyze cash flow, cost controls, and expenses and financial statements to pinpoint potential weak areas.
11. Establish and implement short- and long-range departmental goals, objectives, policies, and operating procedures and direct the implementation of strategic business and/or operational plans, projects, programs, and systems.
12. Contributes to the effectiveness of the President & CEO and Board of Directors by identifying short-term and long-term financial issues; providing monthly financial statements and other financial reports as needed; providing commentary pertinent to the Board's deliberations; recommending options and courses of action; and implementing directives.
13. Provides a leadership role in promoting and maintaining positive employee relationships and inspiring the best efforts of subordinate to accomplish identified goals by directing and coordinating

activities of others; providing training that will enhance staff's effectiveness; by gaining the respect and confidence of others.

14. Secures capital financing (i.e. bonds) by recognizing needs, determining proper actions and arranging for financing of the approved needs and by managing and coordinating with consultants, investment bankers, and attorneys.
15. Invests available cash by analyzing bond and equity markets, reviewing prospectus and making recommendations to purchase and/or sell based on the Authority's investment policy.
16. Assures interdepartmental coordination by working with other departments to assist in establishing and maintaining an integrated management team to work on projects that require involvement of more than one department.
17. Serves as a liaison with government officials as directed by the President/CEO and/or COO.
18. Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITY**

This is a supervisory position with direct reports.

### **QUALIFICATIONS AND REQUIREMENTS**

Bachelor's degree in Finance or Accounting, Master's Degree preferred and ten (10) years of experience in senior-level finance or accounting position with five (5) years' experience in airport finance or management with familiarity with airport revenue sources and FAA federal grant programs. CPA and AAE or CM preferred and must be obtained within two (2) years of start. Experience must include the following:

1. Experience in strategic planning and execution.
2. Knowledge of contracting, negotiating, and change management.
3. Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.
4. Knowledge of automated financial and accounting reporting systems.
5. Knowledge of federal and state financial regulations.
6. Ability to analyze financial data and prepare financial reports, statements, and projections.
7. Work requires professional written and verbal communication and interpersonal skills.

### **KNOWLEDGE SKILLS AND ABILITIES**

- Ability to solve complex problems when policy /procedure are vague
- Strong knowledge of airport accounting and finance
- Knowledge of aviation specific leasing and agreements
- Responsible for managing and controlling the Authority's financial budget
- Responsible for monitoring business indicators and understand the impact of such
- Recommend policies / procedures at the organizational level
- Responsible for setting departmental level policies / procedures
- Administrative ability to write clear and effective documents without grammatical errors
- Create reports that reflect business data and/or airport issues
- Ability to communicate effectively, orally and in writing, to present ideas, interpret data, explain findings and etc..
- Ability to identify and analyze issues in order to make sound decision and understand the implications of such
- Cost consciousness- Monitors and Conserves organizational resource
- Strong leadership skills.
- Excellent interpersonal skills.
- Analytical, evaluative and problem solving skills.
- Highly self-motivated and self-directed
- Interpersonal Skills – maintains confidentiality

- Ethics- Works with integrity and ethics; upholds organizational values.
- Organizational Support – Follows policies and procedures; Responds to management directions, adapts to changes in the work environment
- Analytical skills- the ability to research problems, think “outside the box” and use a variety of appropriate methods/strategies to meet project goals or find solutions.
- Judgment- Ability to identify and analyze issues in order to make sound decision and understand the implications of such makes timely decisions.

**PHYSICAL DEMANDS**

While performing this job, the individual is required to stand and walk; use hands to finger, handle or feel objects, reach with hands and arms, talk and hear. The individual is occasionally required to bend or kneel.

**WORK ENVIRONMENT**

The work environment is office setting.

**SAFETY**

The position does not require the use of protective clothing and equipment.