

## **POSITION DESCRIPTION**

**POSITION:** Director of Finance &  
Administration

**WORK SCHEDULE:** M-F 8:00 am – 4:30 pm

**FLSA STATUS:** Exempt

**REPORTS TO:** Executive Director

**STATUS:** Full Time

### **PURPOSE OF POSITION**

The purpose of this position is to assist the Executive Director of the Evansville Regional Airport in overseeing the financial operations of the Evansville-Vanderburgh Airport Authority. Works under limited supervision of the Executive Director. Assumes additional supervisory responsibilities in the absence of the Director.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Provide leadership and coordination in strategic planning, administrative, accounting, budgeting, and computer & information technology efforts of the organization;

Serve as a key member of the organization's strategic management team. Provide a clear vision and fiscal management strategy consistent with the organization's mission and goals. Will develop and implement strategic business and or operational plans, projects, and systems;

Updates and monitors the Airport Concession Disadvantaged Business Enterprise (ACDBE) program, Passenger Facility Charge (PFC) program, Airline Incentive Program, leases, concessions, parking operation performance, statistical data, and financial reports. Ensures compliance with all associated regulations and accuracy of reports submitted relating to said programs;

Oversees the preparation of documents for the annual audit and reporting out audit reports as needed or required.

Provides assistance to the Executive Director by participating in the negotiation of leases and drafting contract language, Request for Proposals, Requests for Statements of Qualifications, service providers, land leases, hangar leases, operating agreements, tenant agreements, and other agreements such as airline, rental car agencies, and other airport tenants;

Conducts financial bookkeeping and accounting duties including issuing purchase orders, issuing invoices, monitoring delinquent accounts, updating lease and insurance information, and payroll functions;

Assists in planning the annual budget and controls expenses for the department; enforces cost control measures, eliminates redundant systems, and establishes and implements departmental cost containment measurements to ensure compliance with budget limitations;

Provides general leadership and support to the Human Resource functions of the Airport Authority

Participates in the Operations and Maintenance budget process by developing statistical reports and studies and assisting in the budgetary process;

Evaluates and assesses accounting and financial reports on an ongoing basis;

Administers Enterprise funds and business agreements

Oversees administration-related projects

Attends necessary committee meetings, budget meetings, airport safety and security meetings, and required public hearings. Attends conferences and workshops;

Develops, communicates, and monitors policies, procedures, and standards for the department; ensures quality standards and compliance with regulations are maintained;

Hires, supervises, plans, coordinates, and assigns the work of airport personnel, monitors and evaluates the performance of Administrative staff

Supervises the Financial Assistant to review work outputs to maintain efficiency and quality of work;

Records and/ or reviews all financial transactions in the general ledger; assumes full responsibility for the preparation and maintenance of the general ledger;

Verifies compliance with terms of leases; issues invoices to all tenants for rents and fees; Adjusting rents and leases annually, based on changes in the Consumer Price Index and/or Producers Price Index, or the lease document itself

Provides documentation and authorization for payment on construction projects with bank/bond trustees. Arranges for payment of construction work with bank/bond trustees;

Provides documentation for Federal reimbursement on projects; gathers and provides pertinent information for Federal fund applications; determines availability of funds for various projects;

Analyzes financial data, including projections of income for budgetary needs and the disbursement of funds;

Invests Airport Authority money in both long and short-term agreements;

Oversees time-keeping system for weekly payroll; files all monthly, quarterly, and annual payroll tax reports;

Provides Airport Authority Board, management, and consultants with financial statements and pertinent Airport information. Compiles and maintains statistical records on airlines, restaurants, car rentals, and fuel flowage at the Airport;

Will interact with other members of management and board members to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations and will be expected to work closely with all organizational members in a collaborative manner;

Serves as backup for all functions of the Administration Office, which may include Accounts Payable, Invoicing, payroll, and/or preparing receipts for deposits

Performs other duties as assigned.

## **JOB REQUIREMENTS**

Working knowledge of department functions and standard office procedures, and ability to type and operate standard office machines such as computers, calculators and telephones, copy machines, and Microsoft Office products.

Knowledge of standard filing systems and ability to create and maintain accurate files and records; accumulate data and prepare detailed reports.

Knowledge of Standard English grammar, punctuation, and spelling and ability to perform arithmetic calculations.

Ability to effectively communicate with the public in a courteous, effective, and tactful manner.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Graduate of an accredited college or university with a major field of study in Business Administration, Accounting, or related field with 10 years of related accounting experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must demonstrate proficient computer skills, including databases and spreadsheets.

High level of experience in strategic planning, execution of goals, computing, and information technology, and will demonstrate strong, professional communication, management, and interpersonal skills.

Experience in developing and maintaining relationships with governmental agencies (federal, state, and local), tenants, outside consultants, auditors, and other appropriate third parties.

Experience in financial statement preparation and financial analysis.

Cash management and investment experience.

Successful pre-employment physical and drug screen.

Ability to pass a rigorous background security check to obtain and maintain a Security Identification Area (SIDA) badge. Valid IN driver's license required.

### **PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

#### **LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION**

Ability to comprehend and interpret a variety of documents including architectural and engineering drawings, insurance requirements, training reports, emergency and security directives, and manuals; policy and procedure manuals, Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) rules and regulations, etc.

Ability to prepare a variety of documents including airline statistics, annual reports, various financial forms, journal and inspection forms, etc. Ability to prepare leases incorporating property management methods and techniques and legal requirements.

Ability to communicate effectively with Airport personnel, tenants, the general public, consultants, engineers, architects, contractors, vendors, FAA and TSA personnel, union representatives, verbally and in writing.

Ability to utilize a wide variety of descriptive data and information such as regulations, safety training materials, employee handbook, time cards, and general operating manuals.

#### **MATHEMATICAL ABILITY**

Ability to add, subtract, multiply, divide, and make use of the principles of basic algebra, geometry, and accounting.

### **JUDGEMENT AND SITUATIONAL REASONING ABILITY**

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to apply principles of logical or synthesis functions involving planning and directing or interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches or solutions to major problems.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and /or judgmental criteria, as opposed to clearly measurable criteria.

### **PHYSICAL REQUIREMENTS**

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects

Intermittent standing, walking, sitting, and driving.

Using hands and fingers for various activities; picking, pinching, typing, or otherwise working with fingers.

Distinguishing sounds at various frequencies and volumes. Ability to receive detailed information through oral communications

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors, and textures associated with job-related objects, materials, and tasks.

### **ENVIRONMENTAL ADAPTABILITY**

Ability to tolerate exposure to occasionally uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, machinery, electrical currents, and/or dust may cause or cause discomfort and where there is a risk of injury.

The Evansville-Vanderburgh Airport Authority District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Airport will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

Reports directly to the Evansville-Vanderburgh Airport Authority District Executive Director.

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**Employee Acknowledgment**