

## **DIRECTOR OF FINANCE**

### **Position**

The Airport's Director of Finance, directs and provides oversight of the airport's fiscal, administrative and operational functions. The position requires knowledge of state and local regulations pertaining to airport operations, safety and security, and participate in short-term to long-term planning. The Director of Finance is also responsible for developing and submitting an annual budget and for providing financial leadership and technical support that enables AVP to meet its strategic objectives and goals. Areas of functional responsibility include operating/capital budgeting, accounting and financial management, including compliance with bond covenants, oversight of federal and state grant applications and grants, tenant and public relations, and legislative coordination. The Director of Finance reports directly to the Executive Director.

### **Responsibilities**

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Oversee and lead annual budgeting and planning process in conjunction with the Executive Director; administer and review all financial plans and budgets; monitor progress and changes and keep the senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement a solid contracts management and financial management / reporting system; and implement / follow a rigorous contract billing and collection schedule that meets and supports operational requirements.
- Update and implement Airport's business policies, including Finance Departments policy and procedures, as needed, and help to develop and promote programs to maximize Airports revenue sources.
- Effectively communicate and present critical financial matters to the Board of Directors.

- Assist in administering airport capital improvement projects that include: planning, making application and accepting FAA federal and state grants including any future amendments thereto, on behalf of the AVP; administer project design development and specifications; compile bids and execute contracts for those grant projects; make all payments authorized by the grant agreements and ensure all authorization contingent upon being in full compliance with federal and state sponsor assurances.
- Selecting / oversee software installations and upgrades.
- Perform others tasks as assigned.

## **Qualifications**

- Minimum 4-year degree in Finance, Accounting, Business Management or related field.
- 3-5 years' experience in finance, accounting or business management preferred.
- Knowledge of FAA Funding and Grant programs.
- Proficient in real estate management, preferably airport-related to include leases and contracts.
- Knowledge of federal, state, county and municipal rules and regulations applicable to the operation of a Part 139 commercial service airport.
- Ability to establish and maintain internal and external working relationships.
- Excellent oral and written communication skills.
- Comprehension of and ability to goal-set, coordinate and manage the quality and content of financial data, including for reporting and audit purposes.
- Ability to translate financial concepts to, and to effectively collaborate with programmatic colleagues from other professional arenas.
- Strong analytical, organizational and problem-solving skills.
- Ability to pass security clearances required by US DHS.
- History of integrity, credibility, and dedication to mission.
- Knowledge of SAGE 100 ERP and MAS 100 accounting software.
- AAAE accreditation or CM designation, a plus.

## PHYSICAL REQUIREMENTS

- Position will require the ability to frequently reach, stand, walk, grasp, sit, talk, hear, see, and occasionally perform repetitive motions.
- Position will require the ability to lift, carry items up to 10 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time-to-time, as needed.

## Additional Information:

HR Use Only	
Management? (Yes/No)	YES
Exempt status	YES
Last revised	8-5-2023

## Employee Signature:

Name: \_\_\_\_\_

Date: \_\_\_\_\_