

MISSOULA COUNTY AIRPORT AUTHORITY

JOB TITLE: Finance and Administration Director

REPORTS TO: Airport Director

CLASSIFICATION: Non-Exempt

DATE APPROVED: September, 2022

Job Summary:

Under the general direction of the Airport Director, conducts and directs the finance and administrative functions of the airport. Makes routine and complex decisions daily. Maintains effective working relationships with airport customers, staff members, commissioners, tenants, general public and demonstrates diplomacy, integrity and discretion. Work varies, requiring adjustment of work methods to meet task assignments.

Essential Duties and Responsibilities:

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform the job successfully, an individual must be able to perform each duty satisfactorily.

Financial Management

1. Accounting: Plans, establishes, initiates, coordinates, and directs all aspects of accounting duties. Conducts general ledger accountant duties. Prepares financial reporting requirements of the airport including monthly financial statements, annual operating budget, and capital improvement budget. Serves as primary liaison with independent auditors and coordinates annual financial audit. Prepares reports and projections to meet FAA and other federal requirements.
2. Fund Investments: Coordinates, recommends, and directs investments and long-term financial needs.
3. Debt Service: Coordinates, recommends, and directs payments for bonds, notes, leases, and compliance for same.
4. Grant Administration: Coordinates and performs administrative functions of grant management, to include grant applications, recordkeeping, accounting and financial reporting.
5. Planning: Develops short and long-range forecasts of airport utilization, funding and growth.
6. Project Administration: Coordinates and directs functions of grant management for major construction and planning projects.
7. PFC Management: Coordinates and conducts administrative and financial functions of the program.

Administrative

1. Office Management: Plans, initiates, coordinates, performs, and/or directs aspects of general office management to include developing internal control policy and procedures and improvement to office functions, policies, equipment, etc., to ensure efficient operations.
2. Human Resource Management: Manages Human Resource Specialist and oversees duties related to personnel and payroll to include developing and maintaining handbooks, policies, salary scales, etc., and employing and terminating employees as designated.
3. Airport Policies/Procedures: Coordinates, develops and/or updates policies and procedures or assists with same. Observes federal, state and local laws, rules and regulations pertaining to airport use, construction, safety and operation.
4. Interpersonal Relationships: Coordinates with airport personnel, airport commission members, general public, attorneys, accountants and city, county, state, and federal officials/staff regarding airport matters. Hiring, development and performance of assigned staff.

All Airport positions require the employee to provide good customer service to both internal and external customers; maintain positive and effective working relationships with other airport employees and general public; and have regular and reliable attendance that is non-disruptive. Must show cooperation and respect to fellow employees and supervisors at all times. Other duties may be assigned.

QUALIFICATIONS:

- Bachelor's Degree in Accounting with C.P.A. and a minimum of 5 years of relevant, progressive experience.
- Certification or Accreditation from American Association of American Executives (AAAE) is desirable.
- Ability to pass a rigorous 10-year background security check required by the Transportation Security Administration (TSA).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

To perform the job successfully, an individual should demonstrate the following competencies:

- Excellent knowledge and relevant experience in accounting.
- Good knowledge of administrative practices, principles, and methods.
- Good knowledge of human resource management.
- Broad knowledge of airport administration; modern office management procedures and equipment; and purchasing practices.
- Good knowledge of principles and practices of aviation management necessary to plan, analyze, develop, direct, and evaluate programs, administrative policies, organizational structures and environmental.
- Good knowledge of FAA & TSA policies and guidelines.
- Detailed knowledge of structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Excellent computer skills and experience with personal computers, Microsoft Office programs, computer accounting programs and internet. Good knowledge of computer systems development and utilization. Excellent 10-key calculator and computer keyboarding skills and experience with office equipment.
- Excellent verbal and written communication and interpersonal skills.
- Good organizational, planning, and time management skills.
- Good problem solving and analytical skills.
- The ability and skills to determine and develop plans for accomplishing long term goals; establish and maintain effective working relationships with airport commission members, city officials, FAA officials, consultants, employees, tenants, and the general public.
- The ability and skills to understand written, oral and diagrams to form simple variables in changing circumstances and to analyze them and explain results.
- The ability to clearly communicate requirements, policies and procedures; follow written and verbal instructions; work independently and use independent judgment to resolve issues and make independent decisions; use discretion and confidentiality; work under pressure in managing multiple tasks, multiple directives and be adaptable; prioritize work; concentrate and work with speed and accuracy with attention to details.

WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to: talk and hear; regularly sit for long periods and use hands and fingers to grasp, handle, feel, keyboarding and perform repetitive motions; frequently stoop, stand, walk, reach, push and pull with the hands and arms, and occasionally lift up to 20 pounds.

Specific vision abilities required by this job include close, color, and distance vision. The ability to adjust focus is also required.

Work is primarily performed in a professional office environment with frequent interruptions requiring extensive multitasking. Noise level in the work environment is usually moderate.

The position is subject to stress due to time schedules and human behavior.

Some business travel will be required.