

MAJOR FUNCTION

This is responsible managerial and supervisory work responsible for management and oversight of the financial and administrative functions of the Aviation Department including accounting, operating and capital budgeting, capital improvement program funding, debt management, rate setting, human resources and payroll, purchasing and procurement, asset management, financial, statistical and regulatory reporting, and internal controls, procedures, rules and regulations. The incumbent exercises considerable independent judgment and a thorough working knowledge of regulations, laws and requirements that correlate to administering the financial and administrative functions of a commercial service airport. Work is performed under the general direction of the Director of Aviation. Work is reviewed through conferences, reports, observations, and by results obtained and is subject to periodic internal and external audit.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages the Finance and Administration Division and plans, directs and administers the work of professional staff engaged in reviewing, recording and classifying accounting transactions, maintaining and reconciling journals, ledgers and other fiscal records and documentation necessary to track the receipt and expenditure or allocation of revenue and other inventory resources allocated to the department. Monitors cash and fund balances, revenue and accounts receivable. Directs the capitalization of Airport's capital assets. Plans, organizes, directs and evaluates the performance of assigned staff. Acts as the principle advisor to the Director of Aviation and staff on financial, budgetary, accounting processes, human resources and payroll matters, procurement issues and implications of management decisions and policies. Oversees the development and implementation of short and long-range fiscal strategic planning initiatives to ensure that current and future fiscal needs are clearly identified and addressed. Develops and administers the annual operating and five-year capital budgets. Responsible for and oversees the rates and charges program and ensures that financial forecasting and long term financial planning are achieved. Participates in obtaining financing for projects through federal and state grants, Passenger Facility Charge programs, debt and other financing and airport revenues. Administers/coordinates with the Federal Aviation Administration and State of Florida Department of Transportation grants for airport improvement projects, including the Airport Capital Improvement Program and Passenger Facility Charges to obtain funds for airport development projects by accurately maintaining required documentation and ensuring adherence to grant terms and conditions. Monitors the flow of grant documents from initial application to the final reimbursement request. Ensures compliance with internal and external audits and compliance with bond covenants, procurement requirements, lease and concession agreements, grants, passenger facility charges and customer facility charges. Participates in the selection of consultants and contractors for airport projects. Prepares agenda items. Oversees the development of financial, statistical and regulatory reports, financial forecasts, financial feasibility analysis and ad hoc financial reports and models. Oversees the submittal of the year-end of financial statements and single audit schedules to the external auditors. Oversees the development and implementation of policies and procedures regarding the Airport's financial and administrative activities. Evaluates the need for new technology to meet need for financial processing, control and reporting requirements.

Other Important Duties

Participates in business development. Attends and participates in conferences and meetings of financial managers. May serve as acting director in the director's absence. Performs related work as required.

Knowledge, Abilities and Skills

Advanced knowledge of the principles and practices of airport administration; federal and state rules and regulations pertinent to airport operations and management; governmental budgeting, purchasing

and accounting methods; Federal Aviation Administration Airport Improvement Program and Florida Department of Transportation grants compliance; Passenger Facility Charge programs; and computer operations, systems and applications. Ability to identify, analyze and resolve complex issues; maximize revenues; and analyze and communicate at a superior level verbally and in writing; display an attitude of cooperation and work harmoniously with all levels of City employees, the public and other organizations. Skills to mandate or recommend appropriate corrective actions to remedy discrepancies and in resolving operational, technical and public relation problems. Ability to participate effectively in the formulation of departmental policies and procedures. Ability to design, develop and supervise the implementation of revised and new accounting procedures, techniques, systems and controls. Ability to supervise in a manner conducive to full performance and high morale.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, business or public administration, aviation management, or a related field with six years of professional financial, budgeting or accounting experience, three years of which shall be in a supervisory capacity. A master's degree in accounting, finance, or a related field or possession of a certificate as a Certified Public Accountant, Certified Internal Auditor or a Certified Management Accountant may be substituted for one year of the required experience.

Necessary Special Requirement

In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

Established: 05-07-19