

Fort Smith Regional Airport Job Description

Title: Director of Finance and Administration

Reports To: Airport Director

Job Description:

Under the general direction of the Airport Director, conducts and directs the administrative and business functions of the airport including those pertaining to administration of all aspects of finance, contracts, personnel, and office services functions. 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:

All Fort Smith Regional 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.

Financial Management

1. Accounting: Plans, establishes, initiates, coordinates, and directs all aspects for 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. Coordinates with auditor for 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.

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: Establishes and maintains personnel records, coordinates, or administers duties related to personnel and payroll to include developing and maintaining handbooks, policies, salary scales, etc., and employing and terminating employees as designated.
3. Lease Negotiations and Management: Plans and assists in contract and lease negotiations. Administers contract and lease agreements.
4. Planning: Develops short and long-range forecasts of airport utilization, funding and growth.
5. Grant Administration: Coordinates and performs administrative functions of grant management, to include grant applications, recordkeeping, accounting and financial reporting.
6. Airport Policies/Procedures: Coordinates, develops and/or updates policies and procedures or assist with same. Observes federal, state and local laws, rules and regulations pertaining to airport use, construction, safety and operation.
7. Commission Records: Coordinates, develops and maintains commission agendas, minutes and records. Coordinates and attends meetings.
8. Interpersonal Relationships: Coordinates with airport personnel, airport commission members, general public, attorneys, accountants and city, county, state, and federal officials/staff regarding airport matters. Supervises administration staff and other employees and supervisors as assigned.

Project Management

1. Project Administration: Coordinates and directs functions of grant management for major construction and planning projects.
2. PFC Management: Coordinates and conducts administrative and financial functions of the program.
3. Airport Security: Assists with airport security regulations and requirements.
4. Noise Abatement: Assists with noise abatement procedures.
5. Americans with Disabilities Act (ADA): Acts as compliance officer.
6. Disadvantaged Business Enterprises (DBE): Coordinates and directs administrative functions of the DBE and ACDBE Programs. Acts as compliance officer.

Customer Relations:

1. Receives complaints and comments from airport customers and public, and coordinates corrective action as necessary.
2. Maintains effective working relationships with government/city officials, business leaders, news media, general public, airport tenants, passengers, commissioners and employees.

Qualification Requirements:

To perform the job successfully, employee must be able to perform each essential duty satisfactorily and complete duties in a safe and efficient manner. Possess a valid driver's license. Successfully pass a criminal history records check and other requirements in order to successfully obtain and maintain security clearances necessary for airport identification. Successfully complete and pass drug and alcohol tests. Speak and understand verbal and written English language. Work hours other than normal business hours due to peak hours, fluctuating periods in workload and airport/or other airport matters. Make independent decisions that impact operations of the airport.

Education and/or Experience:

Graduation from an accredited college with major course work in finance, aviation, public administration, or business administration and a minimum of 4 years of relevant experience which would have developed or applied the knowledge and abilities required for this position or any equivalent combination of training, abilities, and skills.

Relevant experience for this position is defined as working in roles/positions performing accounting duties. Experience in human resources, contract, and grant administration. Certification or Accreditation from American Association of American Executives (AAAE) is desirable.

Knowledge, Skills and Abilities:

The knowledge, skills and/or abilities listed here are required for this position. 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; lease negotiation and management; 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.

Physical Demands:

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 Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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