Location: 3250 W. Britt David Rd. Columbus, GA 31909

Department: Airport Finance

Position Title: Finance Director

Status: Full-time (exempt)

Hours: Monday-Friday 8:00AM-5:00PM

Salary: $76,000-$115,000

Finance Director’s Job Responsibilities:

The Director of Finance is a key leadership position providing financial leadership through support and technical expertise that will enable the Columbus Airport Commission to meet its strategic objectives and goals. Areas of functional responsibility include operating/capital budgeting, accounting, financial and statistical reporting, internal controls, debt management including compliance with bond covenants, rate setting, strategic planning, tenant and public relations and legislative review and coordination. Acts as custodian of all Airport assets, funds, and securities. The Finance Director will also perform the following job duties:

Job Duties:

1. Directs the performance of accounting staff.
2. Ensures protection of assets by developing, coordinating, and overseeing the administration of internal accounting policies, controls, and procedures for accounting operations that include but are not limited to revenues and reimbursements, expense budgets, accounts receivable, contract and accounts payable, payroll, and special funds such as AIP, PFC, and CFC.
3. Presentation of monthly financial performance reports, budgets, and standards. Interprets financial and statistical results. Oversees the distribution of monthly financial management information reports, highlighting variances from approved budget to all departments.
4. Forecasts short-range cash requirements and obligations, as the basis for maintaining adequate funds. Manage Investment Portfolio in accordance with the state statutes and Columbus Airport Commission’s investment policy.
5. Prepares preliminary and final budget summaries.
6. Oversees and directs purchasing, real estate, long-range foresting, and insurance activities for the organization.
7. Oversees and directs the preparation and issuance of the audit and annual report.
8. Executes treasurer activities such as custodian of funds, securities, and assets of the organization.
9. Manages all tax reporting and investor relation activities.
10. Executes cash disbursements for payment debt in accordance with bond covenant.
11. Monitors accounting operations to ensure compliance with GASB, GAAP, IRS, and other regulatory requirements and Airport policies.
12. Knowledge of FAA and state rules, regulations, and laws regarding airport operations, maintenance, and financial management.

13. Supervises and coordinates the work of grant accounting functions; oversees the analysis of grant financial data to ensure that grant rules and regulations are followed; oversees the review of all financial reports submitted to granting institutions; oversees the preparation of grant reports; responds to requests from local, federal, state, and agency auditors; prepares the annual cost allocation plan.

14. Manages airline rates and charges. Ability to negotiate with concessionaires and airlines while maintaining proactive and positive relationships.

15. Manages issuance of airport bonds, including relations with airport financial consultants, financial advisors, underwriters, and bond counsel.

16. Performs other duties as assigned to meet the overall objective of the position and the department in support of the Columbus Airport Commission.

**Supervisory Responsibilities:**

Manage employees in the Finance department. Carry out supervisory responsibilities in accordance with the organization’s policies and applicable law. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving issues.

**Knowledge and Skills:**

Requires advanced-specialized professional knowledge of the theory, principles, and procedures of accounting, auditing, and finance. Requires knowledge of the principles and procedures used in budget preparation, accounting administration, and development of internal controls. Requires professional knowledge of the principles and techniques used in financial analysis and research. Requires knowledge of the external audit process. Requires considerable knowledge of insurance and insurability. Requires working knowledge of purchasing and material management functions. Requires math skills to perform business and statistical calculations. Requires skills with computer software applications sufficient to design and use spreadsheet and database models and work with computerized accounting applications. Requires well-developed language skills to prepare business plans and reports seen by the public. Requires developed human relations skills sufficient to carry out negotiations, make presentations, conduct performance reviews, and communicate technical concepts to diverse audiences.

**Education and Experience:**

A Bachelor’s degree in finance, accounting, business, or closely related field is mandatory, and an MBA and/or CPA is preferred. Experience at a commercial airport is highly recommended for airport financing and PFC applications. The ideal candidate will have five (3) or more years of progressively responsible financial experience necessary.

**Professional Licenses or Certifications:**

A Certified Member (C.M.) or Accredited Airport Executive (A.A.E.) certification is desired. Possession of a valid driver’s license is required.

**Travel Required:**
Minimal travel is required. Typically attend financial or airport-related conferences or training.

The Columbus Airport is a drug free work environment. Prior to a final offer of employment, the selected individual will be required to undergo a comprehensive background check and drug screening.

I am aware of my duties and responsibilities set forth in this job description and that I am employed in an “at will” capacity.

_________________________________________  ____________________________
Employee Signature  Date

Probation Ends: ______/_____/______