

THE EASTERN IOWA AIRPORT POSITION PROFILE	JOB CODE #/TITLE: AN008 Finance Operations Specialist
POSITION #/TITLE: 2083 Finance Operations Specialist	Adopted: 07-23, 08-26
	Revised: 08-26

POSITION DESCRIPTION

Dept. ID/Description: EIA The Eastern Iowa Airport	Manager Level: Non-Manager
Salary Plan/Description: APN/Airport Non-Bargaining Unit	Salary Grade: CE
Reports To Position #/Job Code #/JC Title: 0915/AN009/Accounting Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug screening prior to contingent offer.	Position Testing: Skillcheck (Standard Word and Excel)
Personal Protective Equipment: None	

General Summary

Provides Accounts Receivable, Accounts Payable, Payroll, Cash Receipting support for department.
Performs detailed financial recording and accounting.

Essential Duties & Responsibilities
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The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

Receives and processes incoming invoices in an efficient and timely manner. Verifies invoices are in compliance with the contract or agreement, assigns general ledger coding, and reviews the invoice document for appropriateness prior to entry.

Monitors vendor and customer information for changes and updates Airport records accordingly.

Reviews invoices for appropriateness prior to updating description on purchased items and assigning general ledger coding. Ensures all documentation is present.

Initiates project close-out forms and establishes system contracts to track spending.

Prepares and processes ACH direct debit and credit transactions;

Assist in past due accounts collections and contacts vendors or customers to discuss payments or credits;

Performs research and analysis of financial data, including compiling all necessary reports and maintaining related records;

Accesses security sensitive electronic transfer systems for financial transactions and database maintenance;

Maintain time reporting, payroll processing and reporting for all Airport Departments;

Tracks and records a wide variety of department or division activities, operations and events and prepares reports in accordance with prescribed policies and procedures;

Maintain and track Airport leases and reporting using applicable software;

Gathers, assembles, updates, distributes, and/or files a variety of information, forms, records, and data as requested;

Listens to and directs complaints from the public relating to department operations and takes appropriate action to resolve and refer such complaints;

Attends work regularly at the designated place and time;

Minimum Qualifications

Required Education and Experience

- At least two years of relevant college-level course work or an Associate's degree from an accredited college or university in Accounting, Finance, or a related field and
- One (1) to (3) years' experience of accounting, general ledger, accounts payable, receivables or payroll or
- An equivalent combination of education and/or experience
- Excellent written, verbal and interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to work collaboratively with a diverse population

Required Licenses or Certifications

- None

Desired Qualifications

- None

Competencies For Successful Performance of Job Duties
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Knowledge of:

- Accounts receivable, payables, payroll, cash receipting and Generally Accepted Accounting Principles
- General ledger structures

Skills in:

- Performing a variety of duties, often changing from one task to another that differ in nature
- Attention to detail

Ability to:

- Work cooperatively and develop and maintain effective working relationships
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Prepare clear and concise financial reports
- Communicate in a clear and concise manner