

THE EASTERN IOWA AIRPORT POSITION PROFILE	JOB CODE #/TITLE: AN009 Accounting Manager
POSITION #/TITLE: 915 Accounting Manager	Adopted: 10-08, 01-24, 08-26
	Revised: 08-26

POSITION DESCRIPTION	
Dept: The Eastern Iowa Airport	Manager Level: Lead Worker
Salary Plan/Description: APN/Airport Non-Bargaining Unit	Salary Grade: CH
Reports To Position #/Job Code #/JC Title: 1048/AN026/Controller	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt - Professional	Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Oversees work performed by the Finance Operations Specialist and manages day-to-day accounting functions and financial activities to ensure timely and accurate processing; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. This class is distinguished from the class of Accountant due to a larger scope and higher level of financial and administrative analysis duties performed and by the involvement with technical accounting, database, and IT systems.

Examples of Essential Work (Illustrative Only)

Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations;
 Manages the finance related policies and procedures of the Airport by providing regular updates to standard operating procedures as needed to meet program needs;
 Monitors financial transactions of the Airport, including payroll, general ledger, budget, accounts payable, accounts receivable, purchasing, and collections;
 Assists with updating, reviewing and maintaining complex Airport rate models to ensure financial accuracy and support data-driven financial decisions;
 Monitors an automated accounting system within the department;
 Performs research and analysis of financial data, including compiling all necessary reports and maintaining related records;
 Performs internal audits to monitor the integrity of financial records;
 Ensures compliance with Commission financial policies, as well as those programmatic to State and Federal funding awards;
 Reviews bills for payment, purchase orders and other related transactions;
 Coordinates purchasing activities with the department supervisors;

Accesses security sensitive electronic transfer systems for financial transactions and database maintenance;
 Oversees the processing of ACH direct debit automatic payments, monthly invoicing, cash receipting and accounts payable and payroll processes, ensuring accuracy and timeliness;
 Performs reconciliations on vendor and customer accounts, processes customer overdue charges in accordance with the current leases, and performs collections activities;
 Monitors payroll processing and reporting for all Airport Departments;
 Performs financial analysis and information for grant preparation and administration;
 Performs grant program drawdowns, reimbursements, cash management, and cash reconciliations as needed;
 Processes reports of Passenger Facility Charges (PFC) and Customer Facility Charges (CFC), receipts and expenditures;
 Performs financial audits of airport concession companies to confirm lease compliance and prepare audit reports in accordance with Generally Accepted Auditing Standards;
 Performs duties of Financial Operations Specialist as required;
 Performs all work duties and activities in accordance with Commission policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of Generally Accepted Accounting Principles and Governmental Accounting Principles;
 Comprehensive knowledge of State and Federal fund accounting, auditing and reporting requirements;
 Thorough knowledge of computer and data processing technology as applied to financial, accounting and auditing utilization;
 Thorough knowledge of FAA grant compliance guidelines and federal Uniform Guidance (2 CFR 200) standards.
 Thorough knowledge of financial office procedures and practices;
 Thorough knowledge of the practices, methods and laws relating to grant program compliance;
 Good knowledge of the business arithmetic and statistical preparation used in compiling financial reports;
 Ability to lead multiple individuals and effectively communicate department needs to ensure all process requirements are completed accurately and timely;
 Ability to interpret complex financial reports and records and to analyze financial data and determine appropriate accounting methods for control and reporting purposes;
 Ability to coordinate with external vendors for maintaining accurate records in a clear, concise and professional manner
 Ability to prepare accurate and reliable reports containing findings, recommendations, and conclusions on accounting methods and all related financial reports and records
 Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
 Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
 Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
 Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Accounting or closely related field; and

Minimum of 3 to 5 years of progressively responsible experience in governmental accounting or financial management, including supervisory experience; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications
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None

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to operate equipment and tools;

Sufficient manual dexterity, which permits the employee to operate equipment;

Sufficient personal mobility, which permits the employee to attend and observe the work in other offices and field work locations.