

Accounting Manager

Directs the financial and administration functions of the Hall County Airport Authority. Secures financial operations by monitoring and approving financial processing, reporting, reconciling, analyzing, auditing, payroll, budget, and human resource related duties.

Duties and Responsibilities:

- Perform month-end and year-end accounting closing duties and financial reporting.
- Prepare and compile information for annual year-end audits; assists auditor in writing audit report.
- Manages financial processing, payroll, payroll taxes, account receivables, reviewing and approving payables, journal entries, and assigning and monitoring clerical functions.
- Coordinates, implements, and monitors the annual budgeting process including forecasting revenues, operating expenses and capital expenditures.
- Develops and implements cash management plan.
- Lease Administration for compliance with agreed lease terms and rent payments.
- Administers and executes paid parking to include reporting and CPI compliance.
- Administers and oversees Airport Insurances such as property, automobile, inland marine, general liability, and workmen's comprehensive. Handles all claims.
- Manages Bond Anticipation Notes and Bonds needed to finance capital improvements. Reviews bond documents prior to Board approval, project management, and maintains documentation for arbitrage reviews.
- Administers and executes Federal grants to include application, expenditures, and close out documents.
- Administers and executes Passenger Facility Charges to include application, expenditures, quarterly reporting and close out documents.
- Administers and executes Law Enforcement Officer (LEO) grant to include application, expenditures, and communication between Airport Authority, Grand Island Police Department, and Transportation Security Administration.
- Administers and executes Airline Incentive Program to include approving expenditures and providing correspondence between Airport Authority, Air Carrier, and Fixed Base Operator.
- Develops and administers Airport marketing budget; Oversees and finalizes content for advertising in Passenger Terminal.
- Directs and implements all personnel administration including human resources duties, select and interview candidates, create job descriptions, employee benefits, wage and salaries, and maintains personnel records.

Job Requirements:

- Bachelor's degree in Business Administration and/or Accounting.
- 3+ years of accounting, finance or related field experience; Management level experience is a plus.
- Strong Excel skills preferred and performs proficiently with QuickBooks Pro accounting software and all other Microsoft Office products.
- Demonstrates analytical skills.
- Ability to communicate effectively in oral and written form.
- Ability to effectively organize and prioritize a multitude of tasks under tight deadlines.
- Ability to work under pressure while maintaining a service-oriented attitude.
- Ability to work independently and be highly motivated.
- Pre-employment background security check and drug screening is required.

Competitive Wage and Benefit Package. Submit cover letter and resume to Christina Teager at Associated Staffing, Inc. at Christinat@associated-staffing.com. EOE