

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Assistant Director of Aviation, Administration</u>
Sch & Grade	<u>PAT-12</u>
Class Code	<u>AB03</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Financial</u>

PRIMARY PURPOSE:

To develop, direct, implement and maintain all business and fiscal operations of the Springfield/Branson Regional Airport; participates in policy development and supervises technical and administrative support staff.

SUPERVISION:

Works independently under general supervision of the Director of Aviation; supervises assigned technical and support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Develops, directs, implements and maintains a variety of complex accounting systems including completing cost accounting required to operate an enterprise fund.
2. Prepares and manages the airport budget including completing expenditure, revenue, and capital outlay projections; ongoing analysis and audit for cash flow management, and determining the need for and preparing budget adjustments.
3. Supervises and directs the work of technical and administrative support staff and coordinates with other airport supervisors regarding departmental support staff issues and needs.
4. Oversees the design and maintenance of financial information systems and utilizes standard spreadsheet and database applications; trains staff on the use of such systems and applications.
5. Reviews, compiles and analyzes data in preparation of a wide variety of complex financial and performance reports and statements, including those required by the Airport Board, federal agencies, city auditors and city administration; makes financial recommendations and presents reports as required.
6. Formulates fiscal policy issues for the airport, works with the Director and Board for approval, and implements new policy; participates in other non-fiscal policy-making decisions as part of the airport management team.
7. Supervises, directs and reviews preparation of financial reports, records and transactions such as accounts payable, requisitions, and journal entries.
8. Maintains required files and accounting records for federal grant projects; verifies contractors' billings and payrolls; works with and supplies information to engineers and federal and/or private auditors as required.
9. Participates in the negotiation of leases and contracts with airport tenants; keeps detailed financial records regarding lease/contract and issues periodic statements to each tenant.

IMPORTANT FUNCTIONS:

1. Attends seminars, conferences, workshops, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, procedures, and current methods regarding accounting, budget, and fiscal management; financial information systems; computer software applications such as word processing, spreadsheet, and database.

Abilities

Effectively prepare and analyze complex financial statements, reports and records; utilize sound, independent judgment; plan, implement and maintain accounting practices; prepare and administer departmental budget; effectively supervise and direct the work of others; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Accounting/Auditing or in a related area with an emphasis in accounting plus at least four years of directly related professional work experience.

Physical Requirements

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 30 pounds; holds and grips objects; possesses ability to operate a computer keyboard.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

A Certified Public Accountant (CPA) is highly desirable.

Miscellaneous Requirements

Must be able to complete background investigation as required by Federal Aviation Administration (FAA) regulations.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 5188
Comments:	Update Abilities	Date: June 3, 2002

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____