

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

JOB DESCRIPTION

CLASSIFICATION: Accountant 1

DEPARTMENT: Administration

SUPERVISOR: Manager of Finance and Administration

EFFECTIVE DATE: October 1, 2022

PAY LEVEL: 130 (\$34,596.48- \$61,668.22)

PAY CLASSIFICATION: Non-exempt

DEFINITION: Specialized clerical work involving accounting, personnel and property management functions. Performs related duties as required.

EXAMPLES OF DUTIES: Processes bi-weekly payroll, including all corresponding payments and reports. Maintains and updates personnel records in multiple formats and across several platforms. Produces and maintains reports on sick leave, vacation, and other attendance information. Responsible for producing monthly billing for airport tenants such as airlines, rental car companies and other concessionaires. Processes accounts payable in accordance with approved purchase orders, contracts, or other authorized documentation. Manages accounts receivable in accordance with terms set forth in lease agreements and contracts. Processes tax reports as required. Enters all receipts and payments for employee purchasing program. Processes daily deposits. Prepares and disseminates various monthly and quarterly reports. Maintains employee benefits records including insurance and retirement programs and eligibility. Assists in answering telephones and greeting and assisting customers.

The examples above are illustrative and not intended to describe every function which may be performed by this job class. The omission of specific duties does not preclude management from assigning specific duties not listed, if such duties are a logical assignment to the position.

QUALIFICATIONS: Knowledge of accounting principles, methods, practices, and procedures. Familiar with computer operation including spreadsheets, data bases, and accounting software. Associates degree in accounting, bookkeeping or related field with a minimum of three years successful experience in accounting or bookkeeping. Comparative training/experience may be substituted for minimum requirements. Must have a valid Florida Driver's License.

MISCELLANEOUS REQUIREMENTS: Must pass pre-employment drug testing as well as

periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check as required by the Transportation Security Administration.