

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

JOB DESCRIPTION

CLASSIFICATION: Accountant II

DEPARTMENT: Administration

SUPERVISOR: Manager of Finance and Administration

EFFECTIVE DATE: October 1, 2025

PAY LEVEL: 106 (\$47,305.74 - \$85,150.33)

PAY CLASSIFICATION: Non-exempt

DEFINITION: Performs professional payroll and accounting work; applying general and specific standards, policies, and procedures to reconcile and record financial and payroll transactions. Involves complex level bookkeeping and accounting work.

EXAMPLES OF DUTIES: Leads the Airport's Payroll function, that includes; establishing the payroll schedule, gather and audit all timekeeping data, including resolving related issues. Process bi-weekly and special payrolls. Ensure compliance with federal, state, and local payroll, wage, and hour laws and Airport policy. Processes payroll journal entries and reconcile liability accounts for accuracy. Prepare, maintain and review records and reports of payroll transactions, tax liabilities and withholding orders. Supports with annual audit and annual yearend tax filings.

Leads the Airport's Accounts Payable and Receivable functions to include coordination with vendors, customers, and Airport leadership. Prepare monthly revenue reports on concessions collected for internal and external audiences, manages specific ageing reports to ensure accuracy and timely payment and collection of funds. Prepares records for year-end boxing, sorting and inventory to ensure compliance with public records rules and policies. Assists in the yearend audit and prepares all necessary schedules and reports, and is the point of contact for auditors related to payable and receivable testing.

Assists in establishing and/or modifying internal control procedures and Airport policies.
Manages and assists with special projects

QUALIFICATIONS: Bachelor degree or equivalent experience required in accounting, payroll and payroll related tax processing, accounts receivable or accounts payable. Four (4) years of accounting and finance related experience with progressively responsible experience. Knowledge of accounting principles, methods, practices, and procedures. Familiar with computer operation including spreadsheets, data bases, and accounting software. 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.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUMMARY:

Occasionally - Lift/Carry: 20-35 - lbs., Push/Pull: 20-35- lbs., Kneel, Climb, Crawl, Reach above Shoulder and Reach Outward, Drive

Frequently - Lift/Carry: 20 lbs or less., Push/Pull: 20 lbs or less., Bend, Twist/Turn, Stand

Constantly - Hand/Fine Motor Skills, Walk, Sit, Type/Keyboard

DISCLAIMER:

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.