

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

**JOB DESCRIPTION**

**CLASSIFICATION:** Director of Finance and Administration

**DEPARTMENT:** Administration

**SUPERVISOR:** Executive Director

**EFFECTIVE DATE:** October 1, 2020

**PAY LEVEL:** 250 (\$82,971.26 - \$128,605.45)

**PAY CLASSIFICATION:** Exempt

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**DEFINITION:** Under general supervision of the Executive Director, directs all accounting, fiscal management, personnel and administrative functions of the Airport Authority. Responsibilities include lease and property administration; airport insurance program and fiscal administration of federal and state grant programs; performs related duties as assigned.

**EXAMPLES OF DUTIES:** Prepares and coordinates the collections, interpretation, recording and distribution of financial records and reports; monitors fiscal activities and insures compliance with applicable federal, state and local regulations; coordinates fiscal services with banks and financial agencies; develops and maintains required accounting and bookkeeping systems and procedures, including journals, general ledgers and subsidiary ledgers; coordinates annual audit with external auditors; implements changes recommended by auditors.

Supervises and participates in the accounts receivable, accounts payable and purchasing functions; maintains records and reports; processes payments, initiates wire transfers, updates and reconciles data, resolves discrepancies; prepares bids; prepares and monitors payroll for airport personnel; prepares required tax returns and reports; supervises changes and payroll deductions.

Maintains personnel records; provides administrative support for department heads and supervisors for all personnel matters; administers personnel benefits program including health insurance, life insurance and retirement; provides general administration of the airport lease and property management functions; administers the airport insurance program.

**QUALIFICATIONS:** Graduation from an accredited four-year college or university with major

course work in accounting, finance or business administration; and five years of progressively responsible professional experience in governmental or commercial accounting or finance; or any equivalent combination of education, training and experience; thorough knowledge of accounting, financial and personnel management principles, practices and techniques; certified Public Account or equivalent experience desired. Must possess strong interpersonal administrative skills and the ability to interface with and effectively communicate with Airport staff, users, tenants, consultants, governmental entities and the general public; must be able to communicate effectively in both oral and written form. Employee must be accredited by the American Association of Airport Executives or complete the accreditation process within three years of the date of hire.

**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.