

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

**JOB DESCRIPTION**

**CLASSIFICATION:** Manager of Finance and Administration

**DEPARTMENT:** Administration

**SUPERVISOR:** Director of Administration

**EFFECTIVE DATE:** October 1, 2020

**PAY LEVEL:** 220 (\$65,865.25 - \$102,091.15)

**PAY CLASSIFICATION:** Exempt

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**DEFINITION:** Under general supervision of the Director of Finance and Administration, assists with all accounting, fiscal management, personnel and administrative functions of the Airport Authority. Responsibilities include: assisting lease and property administration; airport insurance program; fiscal administration of federal and state grant programs; human resources management; and performs other duties as assigned to meet needs of the Airport Authority.

**EXAMPLES OF DUTIES:** Assists in the preparation, collection, interpretation, recording and distribution of financial records and reports; monitors fiscal activities and insures compliance with applicable federal, state and local regulations; assists in the maintenance required for accounting and bookkeeping systems and procedures, including journals, general ledgers and subsidiary ledgers; reviews and reconciles revenue and expense trends; assists with annual audit; and prepares additional analysis as requested.

Oversees and participates in the accounts receivable, accounts payable and purchasing functions; maintains records and reports; processes payments, initiates wire transfers, updates and reconciles banking data, resolves discrepancies; aids in preparation of bids; supervises and monitors payroll preparation for airport personnel; completes or supervises completion of payroll, sales and other required tax returns and reports; and reviews payroll changes and deductions.

Assists in the administration of the District purchasing policies; assists in the oversight of the bidding process to ensure compliance with airport, state and federal purchasing policies, as appropriate. Works with the various departmental purchasing staff to ensure purchasing policies are followed and implemented in accordance with established policy and practices.

Assists on the maintenance of personnel records; provides support for department heads and

supervisors for all personnel matters; administers personnel benefits program including health insurance, short term disability, life insurance, and retirement; provides general administration of the airport lease and property management functions; administers the airport insurance program.

Supervises accountant and clerk positions.

**QUALIFICATIONS:** Graduation from an accredited four-year college or university with major course work in accounting, finance or business administration; and three to 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 (CPA) or equivalent, airport experience and human resources background highly desirable.

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. Detailed working knowledge of Microsoft Office with a primary focus on Microsoft Excel and Sage Account Software or equivalent. Self-starter and team player.

**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.