

SARASOTA MANATEE AIRPORT AUTHORITY

JOB OPPORTUNITY ANNOUNCEMENT



SENIOR ACCOUNTANT

Finance & HR

Starting Salary Range: \$71,821 - \$82,594
Salary Range: \$71,821 – \$107,737
Full-Time, Exempt

Posting Date: 4/24/23
Closing Date: Open Until Filled

Lead and assist in numerous financial aspects of the Airport Authority including but not limited to billings and cash receipts, accounts payable and cash disbursements, fixed asset accounting, general ledger and journal entries, payroll, monthly and annual financial reporting, annual independent audit, and annual budget and preliminary budget forecasting.

MINIMUM QUALIFICATIONS: Bachelor's degree in Accounting, Finance.
Minimum five years of experience in general ledger accounting.
Experience implementing or working with an ERP system.

PREFERRED QUALIFICATIONS:
Three years of government accounting experience, **preferred**.
CPA Certificate, **preferred**.

TO APPLY FOR THIS POSITION, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW.

1. Applicants desiring to be considered for this position should **apply directly with the Sarasota-Manatee Airport Authority by visiting our website @www.flysrq.com**; or, calling 941-359-2770 ext. 4766.

Return your completed SMAA application to the address shown on the signature page of the application form; OR fax it to 941-359-5024; OR email it to application@flysrq.com.
Only Sarasota Manatee Airport Authority (SMAA) application forms will be accepted.
2. Minimum qualifications must be met by the closing date in order to be considered eligible for the position. Resumes may be submitted as supplements but cannot be accepted in lieu of an application. Applications and resumes are subject to disclosure under the Florida Sunshine Law.
3. Veterans' Preference documentation, reference names, etc. must be submitted at the time of application. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required for the applicant who is hired.
4. The Sarasota Manatee Airport Authority participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
5. Your application will not be considered unless complete answers are provided to all questions on the application.
6. The Airport Authority's Drug-Free Workplace Program requires that applicants take and pass a drug/nicotine test prior to being hired.



**SARASOTA MANATEE AIRPORT AUTHORITY
JOB CLASS SPECIFICATION**

Job Code: 1039
Date Approved: 04/23
Grade: 40

JOB TITLE: Senior Accountant
REPORTS TO: Executive Vice President, Chief Financial Officer
DEPARTMENT: Finance
FLSA STATUS: Exempt

JOB SUMMARY

Lead and assist in numerous financial aspects of the Airport Authority including but not limited to billings and cash receipts, accounts payable and cash disbursements, fixed asset accounting, general ledger and journal entries, payroll, monthly and annual financial reporting, annual independent audit, and annual budget and preliminary budget forecasting.

JOB RESPONSIBILITIES

Essential Job Responsibilities:

Performs accounting duties with an understanding of the elements of the Statement of Revenues, Expenses, and Changes in Equity.

Ensures complete, accurate and timely processing of all accounting transaction daily in the General Ledger.

Ensures all integration within the General ledger from sub-ledgers and other systems are functioning properly and accurately.

Lead month end close activities including preparing/assisting in journal entries, balance sheet account reconciliations and performing trial balance and financial statement analysis including preparing and/or posting journal entries with accurate coding and complete documentation.

Review and reconcile all financial data as part of month-end close activities.

Provide full support and oversight to accounting team members including Accounts Receivable, Accounts Payable, Treasury, Banking, Investment, Grants, Debt Service, and any other accounting function.

Responsible for the fixed asset function including payment of invoices, and review of the monthly reconciliation of construction in progress accounts with Planning and Engineering financials.

Create monthly transfer and depreciation journal entries. Monitor the fixed asset listing and work with various managers on disposal of assets. Provide CFO with backup for review.

Manage debt to assure compliance with ordinance, covenants and statutory laws and work with CFO to plan, organize and direct capital financing, bond funding an issuance of new debt.

Review and analyze independent audit reports of concessionaires' gross receipts and compare totals to previously reported amounts. Manage financial compliance, including the concessionaire agreed upon procedures with the independent auditor. Streamline and/or enhance and maintain an adequate system of internal accounting control.

Prepare monthly law enforcement officer (LEO) salary/hours recap report for submission to TSA for LEO Checkpoint reimbursement.

Assist in developing the annual budget including airline rates and charges.

Assist in year-end closing activities including scheduling and preparation for external audits, leading prepared by clients' schedules (PBC), process narratives, providing and/or coordinating support documentation for external auditors, vetting trial balance before submission, and managing the document data portal.

In response to internal audit department, work with the CFO on various compliance and internal control issues.

Develop Excel spreadsheets, graphs, charts, and PowerPoint presentations on a variety of accounting and operational topics/issues, as directed by Authority management.

Assist with review of other accounting/finance department work product for accuracy and provide functional redundancy.

Assist with the implementation, development, and ongoing operation of the ERP system.

Employee may be requested to perform job-related tasks other than those specifically presented in this description.

Other Job Responsibilities:

Assists in developing department directives and procedures.

Coordinates special and non-routine projects.

Manages the payroll journal entry.

Serves as back up to Grants Administration.

Performs other duties as required.

MATERIALS AND EQUIPMENT USED

Computer, Calculator, Copier, Office Machines

QUALIFICATIONS REQUIRED

Where "preferred" is indicated, the qualification is not essential.

Education and Experience:

Bachelor's degree in Accounting, Finance.

Minimum five years of experience in general ledger accounting.

Three years of government accounting experience, **preferred**.

Experience implementing or working with an ERP system.

Licenses and Certifications:

CPA Certificate, **preferred**.

Knowledge, Skills, and Abilities:

Knowledge of generally accepted financial and governmental accounting principles (FASB & GASB).

Recent working knowledge of new lease pronouncements (GASB 87)

Knowledge of Microsoft Office products, particularly Excel, Outlook, Word, and PowerPoint.

Knowledge of reconciliation procedures.

Knowledge of auditing and budgeting procedures.

Knowledge of federal, state, and local laws, FAA regulations and airport policies relating to financial management, accounting, and grant administration, **preferred**.

Knowledge of airport operations, **preferred**.

Ability to communicate clearly and effectively, both oral and written.

Ability to develop and maintain effective working relationships with superiors, fellow employees, outside agencies and the public.

Ability to mentor and develop others.

Ability to preserve highest levels of confidentiality of information.

Ability to remain focused and self-disciplined.

Ability to make independent decisions, recommendations, and provide necessary objective information.

Ability to plan, organize and prioritize work.

Skilled in organizing and attention to detail.

Strong sense of urgency.

Physical Requirements:

Senior Accountant must be diligent in adhering to all work-related safety rules, procedures and regulations and take the precautions necessary to comply with the Airport Authority safety policy.

Mental Requirements:

The employee must have the mental capacity to provide technical support to the account department; the ability to review accounting department transactions, prepare a variety of government filings, returns and specialty reports. Must maintain confidentiality of information and develop and maintain effective working relationships with superiors, fellow employees, outside agencies and the general public.

Environmental Requirements:

Senior Accountant generally works in an office environment.

Summary Clause:

The duties and responsibilities listed in this job class specification are intended only as illustrations of the various duties to be performed and are not all inclusive. The omission of other specific duties does not exclude them from being performed by the Senior Accountant if the duties are similar, related, or a logical assignment to the position. This job class specification does not constitute an employment contract between SMAA and the Senior Accountant and is subject to change at the discretion of the Airport Authority.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES **one**



Physical/Mental Requirements

Job Title: Senior Accountant

Job Code: 1039

Date: 04/23

Physical/Mental	Percentage of Time			
	Continuous 67-100%	Frequently 34-66%	Occasionally 1-33%	Infrequent - less than once a day
Standing			X	
Sitting	X			
Walking			X	
Lifting				
1-10 lbs.	X			
11-20 lbs.				X
21-35 lbs.				X
36-50 lbs.				X
over 50 lbs.				X
Carrying	X			
Reaching		X		
Climbing				X
Driving				X
Written Communication	X			
Oral Communication	X			
Reading	X			
Hand Dexterity		X		
Reasoning	X			
Decision Making	X			
Analyzing	X			
Sensory	X			
Sight	X			

The mental and physical aspects shown with an "x" relate to this specific position and have been identified for ADA compliance purposes only. This information shall not be used to determine salary grades, nor shall it be used to make comparisons with other positions.