

Airport Business Accountant

Coos County Airport District

North Bend, Oregon

The Airport Business Accountant manages all finance policies and activities of the Southwest Oregon Regional Airport (OTH). The ideal candidate will have a bachelor's degree in Finance, Accounting, Business Management or related field and a minimum of 5-8 years of directly related experience involving the administration of general accounting and financial reporting, payroll and business management, or the equivalent combination of education and experience. Proven working knowledge of Generally Accepted Accounting Principles. Must be highly detailed with demonstrated ability to prioritize and multi-task. Ability to formulate, initiate and administer policies and procedures for effective fiscal control. Demonstrated ability to establish and maintain effective working relationships with all levels of personnel. Experience with Microsoft applications, QuickBooks accounting software, and property management applications is preferred

POSITION:

- Starting at \$70,000 - \$85,000
- Oregon PERS pension plan
- Excellent & comprehensive benefits package, including: Health & Dental Insurance; Ground Ambulance/Life Flight; Long Term & Short Term Disability; Accidental Death & Life Insurance.

QUALIFICATIONS:

- Knowledge of federal and state government grant and financial assistance programs
- Knowledge of FAA Grant Assurances
- Familiar with the Oregon Revised Statutes – in particular those relating to Airport Special Districts
- Knowledge of principles and practices of governmental accounting and the laws and regulations relating to the financial administration of public agencies
- Ability to plan, organize, manage, and integrate the airport's finance and budgeting activities and operations to meet airport objectives, professional standards, and legal requirements
- Ability to analyze and make sound recommendations on complex financial data and operations
- Ability to exercise sound, expert independent judgment within general policy guidelines

- Ability to communicate effectively, both orally and in writing, and present conclusions and recommendations clearly and logically
- Ability to operate a personal computer and spreadsheets, using standard or customized software applications appropriate to assigned tasks. Must have experience using QuickBooks
- Must satisfactorily meet a 10 year background check and finger print check

RESPONSIBILITIES:

- Adhere to all FAA regulations in regards to administering grants, to include: finding grant opportunities, applying for grant, reporting & monitoring grant progress, locating matching funds, applying for reimbursement and creating and submitting documentation to close grant
- Review contractor pay applications for compliance
- Monitor project change orders
- Passenger Facility Charges (PFCs) reporting
- Maintain tenant leases and agreements
- Knowledge and compliance of Oregon Revised Statutes on procurements
- Prepare payroll bi-monthly for payroll processor; enters payroll into QuickBooks and pays liabilities outside of federal and state taxes.
- PERS processing and review of entry
- Quarterly taxes must be reviewed, and any tax entries paid must be entered in QuickBooks.
- Receive property tax payments as a taxing district and calculate future fiscal year tax base and compression ratio
- Set up new employees in QuickBooks.
- Set up any new taxes or deductions in Quickbooks.
- Accounts payable: Process immediate check requests.
- Spreadsheet and accurate review of loan breakout by Fund for Bank Loan, and any related journal entries.
- Contact outside accounts payable vendors regarding payment information, statement discrepancies and all invoicing issues
- Request and monitoring of W-9's and entering whether new accounts payable Vendor will receive a 1099.
- Screen acquisitions and check expenditure requests for appropriate documentation; i.e., proper account numbers, signatures, audit checks
- After Board approval of accounts payable, prints out checks according to Fund.
- Filing
- Enter spreadsheets for all loans, and review to QuickBooks for accuracy.
- Process 1099's yearly.
- Set up new labels for each year for Accounts Payable folders.
- Box up accounts payable for previous year audited files.
- Accounts receivable: Billings from Airport use and landing fees.

- Handles customer invoice related questions.
- Review and rebill overdue invoices monthly.
- Research returned mail invoices for new address for invoicing.
- Send out monthly lease and Tenant log billings. Maintain the Tenant Lease Log for all new customers or customers who have left.
- Review monthly CPI increases per lease.
- Cash receipts: Process credit cards and send receipts to all customers of their payment.
- Makes deposits into QuickBooks accounting software, following receipt of deposit slip.
- Provide for separated banking duties as Checks and Balances, per the auditors.
- Reconciles all 8 bank accounts and enters any and all journals for interest, dividends or other related items. Makes up invoices for taxes in accounts receivable for the LGIP accounts.
- Prepares and reviews cash flow and financial reports for the Board Members Monthly.
- Preparation and sending of Quarterly Financial Statements to Bank
- Reviews cash in all accounts. Requests Funds to maintain and accurate cash flow analysis to meet operational, capital and debt service requirements. Requests for transfers to various accounts as needed.
- Pulling and preparing documents and sending them to the accountants for audit. This happens twice yearly. March and September/October. Complying with independent audit guidelines, and preparations of many end of year schedules and spreadsheets for auditors.
- Handle all requests for documentation from Accountant. (Auditors request two people to have reviewed and signed off on all documentation.)
- Set up of new accounts in chart of accounts in Quickbooks. (Example: new capital purchase, or new project)
- Answers phones when others not available
- Maintains individual office space
- Correspond to emails and items that come in mail.
- Perform other duties as assigned.

TO APPLY: Send cover letter, resume & copies of certifications to:

Coos County Airport District
 1100 Airport Lane
 North Bend OR 97459
 or via Email to robert@flyoth.com

Applications must be received by October 15, 2020.

NOTES:

The Airport is home to approximately 40 commercial and government tenants, to include FedEx, UPS, the Oregon State Police, Bureau of Land Management, U.S. Coast Guard, Department of Corrections, and Department of Human Services. And 20 non-commercial tenants.

Commercial flights currently exist of a daily flight to San Francisco and twice weekly seasonal flight to Denver. The majority of air traffic consists of General Aviation/Charter/Corporate going to Bandon Dunes Golf Resort.