

ROANOKE REGIONAL AIRPORT COMMISSION
Job Description

Job Title: Assistant Director of Finance/Business Administration	Updated: April 2022
Department: Finance	FLSA Status: Exempt
Reports to: Director of Finance and Administration	

JOB SUMMARY:

Under general direction, plans, organizes, directs, monitors, and evaluates the financial accounting work team performing tasks in accounts payable, accounts receivable, revenue accounting, general ledger maintenance, grant administration, capital asset tracking, auditing, contracts and procurement, daily cash management, and property management. Serves as the risk control officer and DBE/ACDBE Liaison Officer. Reports directly to the Director of Finance and Administration, assumes primary responsibility for the department during the absence of the Departmental Director.

ESSENTIAL JOB FUNCTIONS:

- Produces monthly reports, year-end financial statements, and other statistical or analytical reports.
- Develops and implements policies, procedures, standards.
- Establishes internal controls, reviews and approves draft revenue and expenditure reports
- Annual operating and capital budget preparation
- Responsible for special projects.
- Overseeing the preparation of the annual audit plan
- Monitors cash flow and provides recommendations for capital projects.
- Manages insurance related activities for general liability, property, and automobile insurance.
- Works autonomously to investigate, review, and evaluate claims for property damage, personal injury, misc.
- Ensures the Commission's written documents and electronic records are organized, preserved, and protected in accordance with state law and the organization's needs;
- Develops and helps to implement/enforce written airport rules and regulations governing businesses operating from and users of the airport.
- Serves as the Commission's risk control officer (risk manager); manages property and casualty insurance programs through the selection of broker services, insurance placement, and claims processing; Identifies risk which may not be covered and recommends changes in coverage and limits; Prepares data for insurance renewal and meets regularly with broker;
- As assigned, represents the Commission at meetings involving the Airport, the community, professional organizations, aviation committees and associates, tenants, and citizens;

- Develops, prepares and conducts effective public presentations and reports for internal and external stakeholders;
- Researches data and makes recommendations on airport fees and business practices;
- Serves as DBE/ACDBE Liaison Officer, and as internal DBE/ACDBE expert for contracts as needed;
- Hiring, development and performance of the assigned staff;
Assists in preparation of special projects and undertakes such other duties and tasks as delegated by the Director of Finance and Administration or Executive Director.

Staff Management:

1. Oversees, advises, and where necessary, plans organizes, and directs the activities of professional administrative staff; evaluates staff performance;
2. When necessary, establishes work priorities for staff; schedules and delegates responsibilities to accomplish tasks; conducts training of subordinates and cross-training as needed; monitors employee behavior and performance and takes appropriate action as needed; prepares performance evaluations and recommends pay increases;
3. Establishes and maintains a positive and productive work environment for staff through fair and consistent administration of personnel policies and procedures and an effective system of communication;
4. Responsible for development of division objectives; establishes division objectives that support the accomplishment of the Commission's strategic goals;
5. Provides leadership, direction, and vision of short and long range business plans to division heads;
6. Prepares periodic and timely reports, policies, manuals, etc. for management as necessary; implements policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Considerable knowledge of business procedures and practices including financial reporting and analysis, budget process, and property management;
2. Demonstrated knowledge of business information systems including computer networks;
3. Demonstrated knowledge of risk management procedures and practices;
4. Demonstrated knowledge of records retention and management practices;
5. Highly skilled and experienced in using Microsoft Office applications including Excel, Word, and Power Point;
6. Demonstrated level of organizational and interpersonal skills and the ability to prioritize, plan, schedule, and oversee multiple projects and tasks occurring simultaneously with accuracy to meet deadlines;
7. Demonstrated ability to think strategically, in addition to ability to make appropriate decisions based on sound judgment;
8. Demonstrated ability to draft manuals, policies, procedures, reports, letters, and memorandum requiring little if any editing;
9. Demonstrated ability to anticipate, analyze, plan, develop, and implement actions consistent with organizational, customer, and community needs;
10. Ability to assist in development of long-term plans and programs for development of airport property;

11. Ability to communicate clearly and effectively, both orally and in writing, and to analyze and present data, facts, and recommendations or reports effectively;
12. Ability to establish and maintain effective working relationships and communications with the Executive Team, officials, tenants, department directors, regulatory agencies, employees, service providers, and the general public;
13. Excellent personnel supervisory skills including training, assignment, and monitoring skills, and the ability to write and conduct effective performance evaluations;
14. Ability to read, speak, and write fluent English;
15. Ability to work under stress of frequent interruptions and/or distractions;
16. Ability to work independently with little direct supervision.

TRAINING, EDUCATION AND EXPERIENCE:

- Bachelor's Degree from an accredited college or university in accounting, finance, or related field, required. Master's Degree in Finance or Business Administration desirable;
- Five years F/T paid experience in governmental accounting, budget or financial management related field, with a minimum of one-year supervisory experience, required. Two years of F/T paid accounting experience working in an airport environment preferred;
- Five years of experience developing and cultivating effective business partnerships to gain insight into business trends and strategic initiatives that impact financial forecasts, required;
- Proficient use of MS Office applications required. Experience with MS Dynamics GP preferred;
- Experience with document management software preferred;
- Active affiliation with appropriate airport or public sector networks or organizations preferred;
- Certified Public Accountant or Certified Government Financial Manager credentials, preferred.

SPECIAL REQUIREMENTS:

- Must meet and maintain TSA and Commission security requirements for unescorted access to the Airport's Secured Area and all other airport operations areas;
- Must possess or promptly obtain a valid Virginia driver's license;
- Must have and maintain a driving record acceptable to the Roanoke Regional Airport Commission and its insurance carrier(s);
- AAE, ACI, NIMS and ICS certifications for management tier a plus.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

See attached Physical, Sensory and Environmental requirements.

COMPENSATION:

Pay Grade – 9: \$80,618 - \$115,890

APPLICATION INSTRUCTIONS:

Applications are to be submitted online at:

<https://www.applicantpro.com/openings/flyroa/jobs/2367314-401462>

Note: This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such as individual may be given.

**Summary Of
Physical, Sensory and Environmental Requirements
Needed To Perform Essential Job Duties**

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A. PHYSICAL REQUIREMENTS

- 1. Lifting:**
Up to 25 lbs.
- 2. Carrying:**
Up to 25 lbs.
- 3. Pushing/Pulling:**
Up to 25 lbs.
- 4. Use of Equipment:**
PC, printer, copier, fax, telephone, standard office equipment/supplies. Possible use of vehicle.

	Continuously	Frequently	Occasionally	Not At All	Explanation
5. Sitting		X			
6. Standing		X			
7. Walking		X			
8. Bending			X		

9. Stooping			X		
10. Crawling				X	
11. Climbing				X	
12. Reaching Above Head			X		
13. Grasping a. One hand. b. Both hands.		X			
14. Fine Manipulating: a. One hand. b. Both hands.		X			

B. ENVIRONMENTAL REQUIREMENTS

	Continuously	Frequently	Occasionally	Not At All	Explanation
1. Exposure to marked changes in temperature.			X		
2. Outside Work			X		
3. Exposure to dust, fumes, odors, water, etc.			X		
4. Exposure to biological, mechanical, electrical and/or chemical hazards.				X	
5. Normal (inside) environment.	X				
6. Noise		X			

C. SENSORY REQUIREMENTS

					Explanation
1. Eyesight a. Normal/Corrected b. Close eye work. c. Other	X X	Necessary Necessary Necessary	X	Not Necessary Not Necessary Not Necessary	Color vision
2. Hearing a. Normal tones. b. Soft tones. c. Other	X X	Necessary Necessary Necessary		Not Necessary Not Necessary Not Necessary	
3. Distinguish Smells		Necessary	X	Not Necessary	
4. Distinguish Temperatures by: a. Touch b. Proximity		Necessary Necessary	X X	Not Necessary Not Necessary	

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D. Other Comments: Ability to speak and write fluent English. Emotional requirements would include calm and methodical reasoning.