

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION	
POSITION TITLE: Accounting Administrator	DATE: 08/01/2015
DEPARTMENT/TITLE OF SUPERVISOR: Director of Finance and Accounting	GRADE/LEVEL: 6 (Non-exempt)

Position Summary (Primary Function)

Responsible for various accounting functions as well as maintaining the Authority's automated accounts payable and purchasing systems and payroll functions. Computerizes, classifies, records, verifies and maintains numerical data for use in maintaining financial records by performing the following duties. Performs other duties as assigned by the Director of Finance and Accounting.

Responsibilities (Essential Functions)

- Verify requisitions and issue purchase orders.
- Verify and process vendor invoices for payment.
- Post journal entries into general ledger system.
- Coordinate with Director of Administration to update payroll info.
- Process bi-weekly payroll.
- Prepare all payroll tax reports and W-2s.
- Maintain employee leave records.
- Assist Director of Administration with employee benefit reports.
- Prepare daily bank deposits.
- Responsible for Authority's PCI compliance.
- Maintain Federal and State grant records
- Maintain fixed asset and depreciation records.
- Assume major role in accounting system selection, implementation and maintenance.
- Assist with various special projects.
- Assumes leadership role in department during absence of Director of Finance and Accounting.

Education Requirements (Evaluation Factors: Skills, Education, Experience, and Ability)

- Graduation from an accredited college or university with a Bachelor's Degree in, Accounting, Finance, Business Management or a related field required
- This position requires at least three years work experience performing functions of a similar nature.
- Strong working knowledge of fund accounting, GASB and GAAP.
- Excellent verbal and written communication skills.
- Proficiency in the use of computer software including skills in Microsoft Word, Excel, PowerPoint, Internet and Outlook Email.
- Must be detail oriented and have the ability to type with accuracy, gather and compile information.
- Ability to multi-task, exercise independent initiative work with little or no supervision and to work as a team player.



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- Ability to manage multiple projects simultaneously.
- Ability to pass and maintain security clearance, including a criminal history background investigation.

Supervisory Responsibility

- One to two years of supervisory experience preferred.

Licenses Required

- Valid North Carolina driver's license.

Certifications Required

- None

Latitude/Independent Judgment/Accuracy

- The Director of Finance and Accounting establishes workflow for the position.
- Diligence must be exercised when handling confidential information.
- Responsible for own work, but must coordinate work with others and must be able to work without close supervision.

Working Conditions

- This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.
- Attentiveness to work procedure will reduce potential risk of minor injury in certain work areas.
- Exposed to normal office environment and limited normal industrial environment.
- Accidents unlikely outside of minor injury such as abrasions, cuts, or bruises.

APPROVAL SIGNATURES:

Director of Finance and Accounting

Date: _____

Director of Administration

Date: _____

Executive Director

Date: _____

