

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
POSITION DESCRIPTION**

POSITION TITLE: Accountant	DATE: 02/25/2019
DEPARTMENT/TITLE OF SUPERVISOR: Director of Finance and Accounting	GRADE/LEVEL: 4 (Non-Exempt)

Position Summary (Primary Function)

Responsible for maintaining the Airport Authority's automated accounts receivable, cash, and general ledger systems. Performs other duties as assigned by the Director of Finance and Accounting.

Responsibilities (Essential Functions)

- Process accounts receivable invoices and cash receipts.
- Monitor receivables to ensure timely payment from customers.
- Maintain detailed activity reports for rental car and ground transportation operations.
- Enter journal entries into the general ledger system.
- Reconcile balance sheet accounts monthly.
- Assist in the preparation of the monthly financial reporting package.
- Assist in required government reporting.
- Maintain customer files.
- Assist in preparation of the annual budget.
- Assist in the annual external audit.
- Assure that generally accepted accounting principles are consistently used.
- Assist Director of Finance and Accounting with special projects and reports.
- Perform other duties as assigned by the Director of Finance and Accounting.

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

- Bachelor's degree in one of the following is preferred: Accounting, Finance, Business or a related field.
- Will consider equivalent applicable experience in lieu of degree or combination of technical degree and experience.

Experience Requirements

- Minimum 2 of years work experience practicing advanced accounting skills is preferred.

Special Knowledge, Skills, and Abilities

- Demonstrated proficiency in the use of Microsoft Office products (Word and Excel, required).



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Supervisory Responsibility

- None

Licenses 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.
- Exercise reasonable care for Airport equipment.
- Responsible for own work, but must coordinate work with others and must be able to work without close supervision.

Working Conditions

- Physical Demand – Little physical effort required. Some lifting, carrying, walking, standing, pushing, pulling, stooping, and kneeling requirements necessary up to 20% of the time. Sitting required 80% of the time.
- Mental and/or Visual Demand – Mental and visual demands vary with function performed. Consistent mental attention needed to monitor work flow and respond efficiently.
- Must be able to operate a computer keyboard.
- Must be able to drive to various locations on and off airport premises.
- 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.

Other Requirements

- Must be able to complete and pass a background investigation as required by the Federal Government.