

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Accounting Coordinator II	<b>DATE:</b> 05/01/2012
<b>DEPARTMENT/TITLE OF SUPERVISOR:</b> Director of Finance and Accounting	<b>GRADE/LEVEL:</b> 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)

- Maintain computerized general ledger and reporting system. Assure that generally accepted accounting principles are used.
- Enter journal entries into the automated general ledger system.
- Reconcile balance sheet accounts monthly.
- Assist in the preparation of the monthly financial reporting package and rental car reporting.
- Assist in required government reporting.
- Process accounts receivable invoices and cash receipts.
- Monitor receivables to ensure timely payment from customers.
- Maintain customer files.
- Reconcile bank statements to the general ledger and cash sub-ledger.
- Assist in preparation of the annual budget.
- Assist in the annual external audit.
- 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.

**Experience Requirements**

- 2-5 years work experience practicing advanced accounting skills.

**Special Knowledge, Skills, and Abilities**

- Proficiency in the use of a personal computer is necessary, including skills in Microsoft Office products (word processing and spreadsheet experience required).



**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Accounting Coordinator II	<b>DATE:</b> 05/01/2012
<b>DEPARTMENT/TITLE OF SUPERVISOR:</b> Director of Finance and Accounting	<b>GRADE/LEVEL:</b> 4 (Non-Exempt)

**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.

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Accounting Coordinator II	<b>DATE:</b> 05/01/2012
<b>DEPARTMENT/TITLE OF SUPERVISOR:</b> Director of Finance and Accounting	<b>GRADE/LEVEL:</b> 4 (Non-Exempt)

**APPROVAL SIGNATURES:**

\_\_\_\_\_  
Director of Finance and Accounting

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Administration

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

