

GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY POSITION DESCRIPTION	
POSITION TITLE: Accounts Receivable and Revenue Accounting Analyst	DATE: 08/01/2025
DEPARTMENT/TITLE OF SUPERVISOR: Chief Financial Officer	GRADE/LEVEL: 17 (Non-Exempt)

Position Summary (Primary Function)

Responsible for maintaining the Airport Authority's accounts receivable system and project accounting. Analyzes and reports on revenue activity and transactions including rents, fees and capital funding sources. Work involves interaction with a broad range of internal and external customers.

Responsibilities (Essential Functions)

- Process accounts receivable invoices and customer / tenant payments in AR system
- Monitor receivables to ensure timely payment, making customer contact when necessary
- Maintain customer files including contract information and terms in revenue system to ensure accurate billing and recording of revenue and receivables
- Receive requests to initiate and / or modify customer billings in AR system
- Assist with management of grants and other federal funding sources including revenue analysis, recording revenue in general ledger and reconciliation of project accounts
- Maintain detailed project records related to project funding sources
- Maintain GASB 87 reporting for leases
- Analyze revenue and lease activity including but not limited to parking, rental car, advertising, food / beverage, retail and airline activity to provide reporting to airport leadership team on trends and performance Assist in the preparation of the monthly financial reporting package and rental car reporting
- Assist in required government reporting
- Assist with bank reconciliations and revenue receipts
- Assist in preparation of the annual budget
- Assist in the annual external audit
- Provide backup for accounts payable and payroll functions
- Assist Chief Financial Officer with special projects, and reports
- Perform other duties as assigned by the Chief Financial Officer

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

- Bachelor's degree in Accounting, Finance, Business or a related field, preferred; or combination of education and experience that produces the required knowledge, skills and abilities

Experience Requirements

- Minimum of two years' work experience practicing advanced accounting skills

Special Knowledge, Skills, and Abilities

- Proficiency in the use of Microsoft Office products

Supervisory Responsibility

- None

Licenses Required

- Valid driver's license required

Latitude/Independent Judgment/Accuracy

- The Chief Financial Officer establishes workflow for the position.
- Diligence must be exercised when handling confidential information.
- Reasonable care for equipment/process will prevent injury/damage.
- Provide exceptional service and maintain professionalism with outreach to customers.
- Responsible for own work but must coordinate work with others.
- 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.
- Mental and/or Visual Demand – Mental and visual demands vary with function performed. Consistent mental attention needed to monitor workflow and respond efficiently.
- Must be able to drive to various locations on and off airport premises.

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- 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

- This position is deemed non-essential.
- Primary job functions require in-person/on-site work.
- Must successfully pass and maintain an active Security Threat Assessment (STA) and Criminal History Records Check (CHRC). Certain convictions will disqualify individuals from unescorted access privileges and therefore exclude them from employment.