

**MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
NOTICE OF JOB OPENING**

**Job Posted: Wednesday, May 31, 2017
Deadline for Application: Wednesday, June 28, 2017**

Applications will be accepted from 9:00AM to 3:00PM Monday thru Thursday in the Human Resources Office, Located in Terminal – A, Mezzanine Level, 2491 Winchester Road or can be mailed to Attention: Human Resources, 2491 Winchester Road, Suite 113, Memphis, TN 38116 or send resumes/applications to Apply@flymemphis.com.

ALL APPLICATIONS MUST BE COMPLETED THROUGHLY

POSITION: MANAGER OF ACCOUNTING
JOB NUMBER: 0517-FIMA-12
DEPARTMENT: FINANCE
NUMBER OF POSITIONS: One (1)

JOB PURPOSE: To plan, develop, manage, and direct the management of accounting functions, including leading and/or assisting with the month-end and year-end closing of financial statements, balancing the general ledger, performing account reconciliation, maintaining capital spending information, compiling reports, forecasts and plans. Collaborates and coordinates related accounting activities/projects with other divisions, outside agencies and the general public.

ESSENTIAL JOB FUNCTIONS:

1. Directs, manages, and advises accounting staff to ensure assigned and delegated work activities are completed correctly and timely. Provides training to new and existing staff as needed.
2. Assists in the preparation and management of the year-end audit and the annual airport authority budget. Prepares the annual departmental budget and monitors expenditures to ensure budget adherence.
3. Participates in system design with the information technology department.
4. Performs various general accounting functions, such as journal entries, account reconciliation, special reports, pension fund contributions, investment activities. Prepares internal and external statistical, accounting and financial reports.
5. Maintains accounting records, including the maintenance and analysis of general and subsidiary ledgers, financial reports, and records of fund activities, using generally accepted accounting principles (GAAP).

6. Ensures the accurate and timely flow of financial data through the subsidiary and general ledger so that accounts are stated correctly. Researches and investigates discrepancies, apparent errors, or unusual circumstances and advise the Director of Finance accordingly.
7. Maintains and analyzes capital spending information and informs management of any related issues and problems through reporting and/or presentation.
8. Assists in the development and implementation of new procedures to enhance the workflow of the department.

OTHER JOB FUNCTIONS:

1. Assists other departmental associates.
2. Performs special projects as assigned by the Director of Finance.
3. Review approvals and funding sources prior to cash disbursements.
4. Other job duties as may be assigned.

REQUIREMENTS:

KNOWLEDGE – Bachelor's degree/equivalent in accounting, finance, economics, public administration or related field. Certified Public Accountant (CPA).

Five (5) years' experience in the accounting field to include familiarity of GAAP and GASB statements on fiscal reporting. Demonstrated supervisory/management experience. Knowledge of computerized accounting systems, computer spreadsheets and databases, month-end and year-end closing of financial statements, general ledger activities, account reconciliation, capital spending maintenance, and record keeping; and the ability to compile statistical and accounting reports. Excellent human relations, math, planning, research, and communications skills.

MENTAL - Requires a relatively high degree of concentration and attention to supervise and direct accountants, accounting clerks, payroll coordinator, payroll specialist and other departmental positions as assigned and accumulate, analyze and prepare statistical and accounting and financial reports.

PHYSICAL - Requires standing approximately 10%, sitting approximately 84%, occasional lifting of paper and files weighing up to 20 lbs. approximately 1% of the time; and bending, stooping, crouching and reaching to access file cabinets and other storage locations, approximately 5% of the time.

ENVIRONMENTAL - Requires capability of performing essential job functions in an office environment with climate control and good lighting.

MANUAL DEXTERITY - Requires ability to use hands, arms, and/or feet for operating office equipment such as computer, telephones, facsimile machines, ten-key calculator, photo copier, etc. and lifting paper, files and office equipment.

AUDIBLE - Requires ability to verbally communicate with accounting and payroll associates, follow verbal instructions, assign job duties using verbal communications and use a telephone.

VISUAL - Requires the ability to read written instructions, reports and other documentation and operate office equipment such as computers and facsimile machines.

SECURITY/SAFETY – Must successfully complete a fingerprint-based criminal history check and a ten (10) year employment history. (January 2002) Must have, or have the ability to obtain a valid TN State Motor Vehicle Operator’s License. Must be able to be bonded.

**WE ARE COMMITTED TO A DRUG FREE WORKPLACE, ALL JOB APPLICANTS
AND EMPLOYEES ARE SUBJECT TO DRUG TESTING AND FINGERPRINT-BASED
CRIMINAL HISTORY CHECK**

**MEMPHIS-SHEPBY COUNTY AIRPORT AUTHORITY IS AN
EQUAL OPPORTUNITY EMPLOYER**

EOE, M/F, D/V