



***Position Description***

<b><i>Department</i></b>	Finance
<b><i>Position Title</i></b>	Accountant III (Capital Finance)
<b><i>Grade</i></b>	8
<b><i>Reports To</i></b>	Manager – Capital Finance
<b><i>FLSA</i></b>	Exempt
<b><i>Approved Date</i></b>	May 30, 2012
<b><i>Revised Date</i></b>	December 4, 2019
<b><i>Purpose</i></b>	Aids in the administration and reporting of state and federal funded programs and provides financial support in the management of fixed assets for the Airport, including the Airport’s Capital Improvement Program.
<b><i>Duties &amp; Activities</i></b>	Work collaboratively with the capital projects team in the achievement of core project and business outcomes and provide an essential project support role to management.
	Participate in the development of the annual budget and perform investigative and reporting actions relating to budget variances throughout the fiscal year.
	Assist external auditors with preparing schedules, providing explanations of supporting materials and procedures and preparing any other necessary data.
	Preparation of documentation that supports approved grants and adheres to federal and state reporting requirements. Develop knowledge of federal reporting requirements.
	Assist with the tabulation and compilation of statistical reports, material costs, project costs, financial statements, and regulatory reports. Assimilate information into meaningful reports for both internal and external use.
	Review project invoices for accuracy, contract compliance and eligibility of associated funding Ensures accurate reporting of fixed assets.
	Set up projects, maintain system files and necessary asset detail/supporting data, record and reconcile fixed assets to general ledger. Ensure timely and accurate capitalization of all assets and perform reconciliations and audits of fixed assets including asset inventories.
	Work with capital finance team to ensure capital and expense projects are within budget and projects are closed on a timely basis; report monthly status of all projects, perform reconciliations and audits of fixed assets including asset inventories; ensure accurate reporting of fixed assets.
	Perform monthly project reconciliation and funds control. Review project invoices for accuracy, contract compliance and eligibility of associated funding. Maintain project accounting and financial reports and records

	Maintains regular and punctual attendance. Works extended hours, outside of regular shift schedule, as required by operational needs.
	Respond to and assist with Airport emergencies. Perform other duties as assigned.
<b><i>Role Definition</i></b>	Individual Contributor
<b><i># of Direct Reports</i></b>	None
<b><i># of Indirect Reports</i></b>	None
<b><i>Budget Responsibilities</i></b>	See Duties & Activities
<b><i>Education &amp; Experience</i></b>	Bachelor's degree (B.S.) in Accounting, Finance, Business Administration or related field; 3-4 years related experience and/ or training; or equivalent combination of education and experience.
<b><i>Language Skills</i></b>	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
<b><i>Math Skills</i></b>	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
<b><i>Reasoning Ability</i></b>	Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
<b><i>Computer Skills</i></b>	Advanced computer competency, including advanced knowledge of asset management systems and spreadsheet software, word processing, and database management software, and the ability to design spreadsheets that support the analytical functions of a project.
<b><i>Technical/Trade Skills</i></b>	Knowledge of asset management systems and cost accounting. 10 Key Calculator
<b><i>Interpersonal Skills</i></b>	Ability to handle inquiries and reconcile accounting problems with both external and internal workgroups.
<b><i>Licenses/Certifications</i></b>	None
<b><i>Physical Effort</i></b>	Most of the time is spent sitting in a comfortable position and there is frequent opportunity to move about. There may be a need to stoop regularly or move/lift light material or equipment (typically less than 10 pounds).
<b><i>Job Environment</i></b>	Located in a comfortable indoor area.
<b><i>Job Hazards</i></b>	Most of the time is spent in general office or equivalent conditions. Any unpleasant conditions would be infrequent and not objectionable. This is a safety sensitive position that requires employees to be alert at all times. Any work performed while under the influence of marijuana, alcohol or other controlled substances may constitute a threat to public health or safety.
<b><i>Job Pressures</i></b>	Under high pressure to meet frequent deadlines and productivity standards, or the work is somewhat varied.