



Job Posting Form

Posting Date: March 1, 2021
Position: Finance Manager
Location: Gary/Chicago International Airport (GY)

Submit cover letter and resume to: Ralynn Crockett
HR@gciairport.com
Fax: (219) 949-0573
Human Resource Coordinator

Avports
Gary/Chicago International Airport
6001 Airport Road Gary, Indiana 46406

Notation(s): See attached job description.

Submit Until Vacancy is Filled

No Phone Calls Please

TITLE: Finance Manager

REPORTS TO: Airport Manager

LOCATION: Gary, Indiana

AIRPORT: Gary/Chicago International Airport (GY)

BASIC FUNCTION: Directs and is responsible for the financial management and oversight of the airports financial and administrative functions such as financial planning, reporting, budgeting, investment management, debt management, and accounting practices of the Gary/Chicago International Airport. Establishes relationships with lending institutions and the financial community by performing the following duties personally or through subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Review and validate all entries into QuickBooks.
- Oversee the financial reporting and record-keeping, disbursement processing (payroll, accounts payable, and contracts administration), purchasing, accounts receivable, annual audit administration, collections, and finance staff support.
- Maintain all financial management systems and records of the Airport in accordance with Generally Accepted Accounting Principles (GAAP) and State Board of Accounts.
- Coordinate and schedule audits conducted by independent auditors and other governmental agency auditors.
- Respond to public inquiries and complaints in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Participate in the preparation and administration of the office budget; submit budget recommendations; monitor expenditures.
- Recommend and participates in the development of Finance related goals, objectives, and policies.
- Design and implement procedures to establish an effective system of internal controls over accounting and financial reporting.
- Plan, organize, and direct complex financial projects, such as the collection of Passenger Facility Charges (PFC), preparation of bond issuance documents and the recording of bond and other debt transactions.
- Advise the Airport Management and Airport Authority concerning strategic financial matters of importance to the Airport.
- Prepare monthly financial statements for review by GCIAA Board.
- Assist H/R in employee issues, relating to finance, pay, invoicing and requisitions.
- Prepare bi-weekly payroll (review timesheets, and submit reports to payroll accountant).
- Identify and troubleshoot payroll issues, working collaboratively with managers and supervisors.
- Ensure adherence to GY policies and procedures as well as State Board of Accounts guidelines.
- Perform other related duties and responsibilities as assigned.

KNOWLEDGE OF:

Preparation, implementation and administration of departmental budget and revenue control procedures; administrative and business procedure knowledge; fund accounting practices; revenue accounting and expenditure forecasting methods; financial, statistical and comparative analysis methods; project management principles and program evaluation practices; contract administration and grant administration practices; negotiating techniques; supervisory principles and performance evaluation practices; and customer services principles. Knowledge of Airport Finance and Accounting to include debt service/bond management highly desirable.

ABILITY TO:

Prepare and administer complex financial budgets; project long-term revenues and expenditures and cash-flow; manage Grant, Passenger Facility Charge (PFC), and Customer Facility Charge (CFC) programs; analyze complex operational and administrative problems, evaluate alternatives and recommend effective solutions; analyze and evaluate new and existing service delivery methods and standard operating procedures; estimate time, materials and equipment needed to complete projects; learn City Municipal Code and departmental administrative practices; select, train, supervise, coordinate and evaluate the work of staff; plan, coordinate and administer projects; establish and maintain cooperative working relationships with Department and City personnel, vendors, outside agencies and the public; communicate clearly and concisely, both orally and in writing; prepare clear, concise and complete reports and other materials; exercise independent judgement and initiative within established guidelines; and work independently.

SKILLS AND QUALIFICATIONS

- Graduated from an accredited college with a Bachelor's degree in accounting, business administration, or related field.
- Six years of progressively responsible experience in finance or financial operations, including two years in a supervisory capacity. Related professional certifications and/or advanced degree desirable.
- Proficient in accounting and bookkeeping.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk; hear; stand; walk; sit; use hand finger, handle or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception, and the ability to adjust focus.

