

Position: Accounting Clerk
Reports to: Finance Manager
Airport: Gary / Chicago International Airport (GYY)

Key Responsibilities (Essential):

Avports is an airport manager and operator with management contracts at US airports. The Accounting Clerk performs day-to-day accounting activities, including bank reconciliations, accounts payable, account receivable, and payroll.

The Accounting Clerk's essential duties will include the following activities:

- Maintains accurate financial records in accordance with established company procedures and generally accepted accounting practices.
- Respond to vendor inquiries, receive and verify requisitions, process and reconcile purchase orders, vendor invoices and correct discrepancies.
- Complete weekly A/R tasks including preparation of customer billing (Ex. Leases, fuel flowage, parking, landing fees) and receiving payments.
- Safeguarding of cash and weekly depositing of all receipts.
- Preparation of financial statements and reports as directed.
- Review check request for completeness, accuracy, and corresponding budget availability to obtain proper authorized signatures.
- Assist in the requisition of materials and supplies as well as research purchasing contracts and vendor options.
- Maintain purchase order listing and claim register for monthly board approvals.
- Track, prepare, and issue annual 1099 statements.
- Assist with monthly closing of financials including bank reconciliations, processing accruals, posting, and reconciling depreciation.
- Provide back up to the Finance Manager for all areas of cash management and revenues.
- Assist with budget preparation and verify that expenditures within budget limitations.
- Assist and support the Finance Manager with annual Airport Financial Audit.
- Identify potential cost-saving measures and questions related to purchasing activation.
- Perform related duties and responsibilities as required and/or assigned by the Finance Manager and/or Airport Manager.

Payroll (Airport Authority)

- Process payroll for exempt and non-exempt employees on a bi-weekly basis including insurance.
- Audit monthly, quarterly, and annual payroll tax filings.
- Process all garnishments, health care deductions, paid time off, PERF, unemployment, 457b, and others as needed.
- Provide payroll detail reports as needed for federal, state, and local income tax compliance.
- Identify and troubleshoot payroll issues, working collaboratively with managers and supervisors.
- Ensure adherence to GYY policies and procedures as well as State Board of Accounts guidelines.
- Prepare year-end W-2s.
- Performs all other duties as may be assigned.

Professional Experience/ Qualifications

To perform this job successfully, the selected individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum 2 years of accounting and payroll experience.
- Basic understanding of payroll laws and reporting requirements.
- Solid knowledge and proficiency in financial/accounting procedures
- Possess strong organizational and time management skills.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Practical understanding of technology, including use of spreadsheets, database management programs, and accounting application software.
- Knowledge of GAAP accounting principles and practices.
- Ability to work with minimum supervision and work independently on special projects.
- Strong customer services and ethical skills, with a focus in handling confidential information.
- Excellent written and verbal communication skills.
- Demonstrated ability to handle problems associated with accounting operations, preparation of financial statements and reports, trial balances, and financial analysis.

Ability to perform the duties of this classification to Company standards, which includes, but is not limited to, passing, to the satisfaction of the Company, initial and periodic Company test to ensure the initial and on-going maintenance of required level of proficiency.

Non-Discrimination Commitment

- Avports' policies focus on eliminating all discrimination based on gender, race, ethnicity, indigenous identity, disability, sexual orientation, and gender identity.
- Avports' commitment to gender equality and non-discrimination focuses on issues related to equal opportunities and treatment for all women and men in the employees' recruitment, selection, and promotion, compensation, and development processes.

Education, Certificates, Licenses, Registrations

- Associates degree in accounting, business administration, or related field from an accredited university.
- Must possess a valid Drivers' License as a condition of employment.
- Must be eligible to obtain all airport staff access and security clearances from the Authorities.

Language Skills

Ability to read and comprehend instructions, short correspondence and memos. Ability to write correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

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 will be regularly required to stand; walk; use hands to finger, handle to feel; reach with hands and arms. The employee will occasionally be required to stoop, kneel, or crouch. The employee must regularly lift and/or move more than 10 pounds. Specific vision abilities required by this job include vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Cognitive Demands

- Attention to detail and focus on quality
- Highest levels of integrity
- Ability to inspire, lead and motivate people, including him/herself and others
- Ability to gain and maintain trust among customers, staff and stakeholders
- Ability to negotiate and gain consensus
- Ability to manage and resolve conflict in a productive way
- Ability to remain calm, tactful, respectful, and maintain a diplomatic character
- Ability to work under situations of stress and with limited resources
- Excellent teamwork capabilities
- High degree of emotional intelligence and empathy