



The Grand Forks Regional Airport Authority is seeking qualified candidates for the **Director of Finance and Administration** position. Under the supervision of the Executive Director, this senior executive management position performs duties associated with the management, planning, development, and implementation of financial and human resources programs and services, in support of the Airport Authority.

Essential Job Functions consist of directing the financial operations of the Authority, including budgeting, internal/external financial reporting, surplus fund investment, fixed asset management and fiduciary responsibility for overall airport assets; coordinating accounting for bond/long term debt portfolio; working directly with the independent auditor in the conduct of annual audits; federal grants administration; working directly with federal officials on financial issues; maintaining tracking system for tenant leases; preparing and distributing the Board Authority monthly and annual financial reports.

Required knowledge and skills include executive and administrative planning, management, and control; grants management, auditing and public accounting, with a special emphasis on airport accounting; human resource management; marketing, public relations, and media relations; interpreting laws and regulations; supervising, leading, and delegating tasks and authority.

Minimum qualifications include a bachelor's degree in Finance, Accounting, or a closely related field (Master's Degree preferred), five years of experience in fund accounting, experience in human resource administration, five years of experience in a managerial or supervisory capacity.

Employment with the Airport Authority is contingent upon an education/experience background investigation, a fingerprint-based criminal history record check processed by the FBI, and the ability to be granted a security badge as mandated by the Transportation Security Administration.

Starting salary range for this exempt position is \$98,248 to \$102,045. A comprehensive benefits program includes medical, dental, life, and disability insurance, as well as a PTO program.

Submit cover letter and resume to Ryan Riesinger, Executive Director, 2301 Airport Drive, Suite 107, Grand Forks, ND 58203; rriesinger@gfkairport.com. **Deadline for consideration is June 3rd, 2022.**

For more information, including a complete job description, please visit our website at <https://bit.ly/3MeAdQC>.

TITLE:	Director of Finance and Administration	JOB CODE:	1002
PREPARED:	10/03	FLSA:	Exempt
UPDATED:	05/16, 05/22	REVISION #:	2

Summary: Under administrative direction of the Executive Director, manages and directs the planning, development, and implementation of financial and human resources programs and services, in support of the Airport Authority.

Distinguishing Characteristics: This is a senior executive management position, subject only to broad administrative direction with significant decision-making authority.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Directs the financial operations of the Authority, including budgeting, internal/external financial reporting, surplus fund investment, fixed asset management and fiduciary responsibility for overall airport assets; coordinates accounting for bond/long term debt portfolio; works directly with the independent auditor in the conduct of annual audits; performs federal grants administration; works directly with federal officials on financial issues; maintains tracking system for tenant leases; prepares and distributes the Board Authority monthly and annual financial reports.
- Prepares the Authority's operating budget; sets rates and charges for tenants and customers; prepares audit adjustments and preliminary reports; prepares federal reports to the Federal Aviation Administration (FAA) and the Internal Revenue Service (IRS).
- Works directly with the Executive Director in the preparation and implementation of short and long-range plans; represents the Executive Director in various internal/external meetings and conferences; serves as a backup to the Executive Director as a media spokesperson and Air Service liaison.
- Supervises and provides professional human resource services to all employees; administers retirement and insurance benefits, maintains records of salaries and all human resource activities and programs; participates in the recruitment and hiring process.
- Conducts special projects or research and provides recommendations to the Executive Director and/or the Board of Commissioners.
- Prepares and monitors the Airport Concession Disadvantaged Business Enterprise (ACDBE) program.
- Ability to work effectively with multiple outside agencies.
- Maintains and prepares reports for the Passenger Facility Charge (PFC) program including new and existing applications.
- Monitors monthly financial activities, bank statements, accounts receivable balances and reimbursement requests. Prepares all Accounts Receivable (AR) invoices, tracks AR payments, prepares bank deposits, and monitors outstanding balances. Receives all Accounts Payable invoices, reviews coding of invoices, and processes invoices for payment.
- Processes and reviews payroll records and reports; manages flexible spending account.
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of the principles and practices of modern executive and administrative planning, management, and control.
- Knowledge of the principles and practices of modern financial and grants management, auditing, and public accounting, with a special emphasis on airport accounting.
- Knowledge of the principles and practices of effective administrative and human resource management.
- Knowledge of the principles and practices of marketing, public relations, and media relations.
- Knowledge of supervisory principles, practices, and methods.
- Skill in planning, developing, and implementing policies, procedures, rules and regulations.
- Skill in interpreting laws and regulations.
- Skill in effectively supervising, leading, and delegating tasks and authority.
- Skill in operating a personal computer and software applications, including Microsoft Office.
- Skill in effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- Bachelor's Degree in Finance, Accounting, or a closely related field; Master's Degree preferred
- Five years of experience in fund accounting.
- Five years of experience in a managerial or supervisory capacity.
- Two years of experience in professional human resource administration.
- Two years of experience in QuickBooks.
- Possession of a valid State driver's license.
- Ability to pass Department of Homeland Security background check.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting up to 10 pounds.

Equipment and Tools Utilized:

- Special Equipment includes automobile, calculator, computerized and conventional office equipment.

I have read and understand the requirements of the Director of Finance and Administration position.

(Employee Signature)

(Date)