



Accounting and Finance Analyst

This is a professional accounting position with heavy emphasis on accounts payables. Accounting functions include the maintenance of various accounting ledgers, maintenance of controls and balances on a variety of accounting activities, review of financial statements and preparation of reports from various sources. Auditing function includes analyses of accounts, transactions, contracts, and testing of transactions for compliance with established laws, rules, and regulations. The incumbent should have a thorough understanding of principles of accounting and should develop knowledge of state and federal laws in relation to financial administration.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Financial Officer and direct supervision from the Accounting and Finance Manager.

Exercises no supervision.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES -- Essential and important duties and responsibilities may include, but are not limited to, the following:

Essential Duties and Responsibilities:

- Performs audit examinations and analyses of financial documents, invoice packets for payment, reconciliations, and related forms to determine compliance or non-compliance with policies, procedures, regulations, and statutes.
- Verifies financial transactions and documents for correctness, mathematical accuracy and proper coding and makes corrections as needed.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries.
- Processes and ensures accuracy of employee travel advances via travel authorization forms.
- Pays employees by receiving and verifying expense reports for advances and prepares checks.
- Pays vendors by monitoring discount opportunities; schedules and prepares checks; works with procurement staff to resolve purchase order, contract, invoice, or payment discrepancies and documentation, recommends stop-payments or purchase order amendments.
- Verifies vendor accounts by reconciling monthly statements and requesting unpaid invoices for processing.
- Prepares monthly claims docket in a timely manner.
- Prepares and issues Forms 1096 and 1099 MISC.
- Updates and maintains vendor database.

- Researches, compiles, and prepares reports, manuals, correspondence, and other information.
- Analyzes reports, transaction details, and spreadsheets in order to summarize and compile statistical and financial data for financial reporting.
- Maintains ledgers, performs balancing operations, and reviews financial statements for accuracy of application of accounting principles and conformity with established departmental policies.
- Performs other departmental job functions as needed to accommodate changing business requirements or practices including, but not limited to the following: cross-training and performance payroll duties, preparation of various reports and reconciliations, fixed assets maintenance and tracking, accounts receivable and revenue, and more.
- Assists staff by providing fiscal information, explaining procedures, and answering questions.
- Performs a variety of general clerical duties including typing, maintaining files and records, and ordering supplies.

Other Important Responsibilities and Duties:

- Attends and participates in professional group meetings; stays abreast of changes within the field of accounting that impact JMAA.
- Reviews data and reports deficiencies found in controls, duplicated efforts, fraud, or non-compliance with internal controls, policies, procedures, laws, and regulations.

Knowledge, skills, and ability to:

- High degree of problem solving capability and time management skills; results oriented.
- Strong interpersonal skills; ability to thrive in a collaborative, customer-focused and nonpartisan work environment.
- A detail-oriented, highly organized individual, with a high degree of business knowledge, and attention and concentration to highly sensitive information.
- Ability to work in a team environment on multiple projects while effectively communicating in a professional manner with all levels of management.
- Experience in a complex environment with rapidly changing needs, multiple sources of funding, multiple services contracts, and multi-agency contacts.
- Advanced oral and written communication skills and the ability to adequately relay data, facts and information.
- Sufficiently knowledgeable of generally accepted accounting principles of accounting/auditing and the implementation and administration of such principles.
- Ability to work creatively and quickly within the structure of the public sector
- Ability to prioritize tasks and meet deadlines.
- Ability to reason and act independently; use sound judgment and requires minimum supervision.
- Must be able to pass and maintain background and security clearance.
- Ability to operate general office equipment, including telephones, computers, and ability to lift and move files, some standing and stooping or bending.

Education and Experience:

- A Bachelor's Degree in accounting or finance with a minimum of 24 semester hours of accounting selected from the courses below:
 - Principles of Accounting I and II
 - Intermediate Accounting I and II
 - Advanced Accounting
 - Auditing

Governmental Accounting
Federal Income Tax
Advanced Federal Income Tax
Cost Accounting
Managerial Accounting

- Applicant will be required to provide a transcript during the final stage of the selection process.
- Three (3) years of experience in accounting or auditing.
- Other combinations of experience and education that meet the minimum requirements may be substituted.

Please submit a completed copy of the following employment application to:

Please submit a completed copy of the following employment application to:

**Jackson Municipal Airport Authority
Human Resources Department
Post Office Box 98109
Jackson, MS 39298-8109
Fax: (601) 664-3514
Email: recruiter@jmaa.com Acceptance
deadline is **March 29, 2019**
EOE**

****WE ARE AN EQUAL OPPORTUNITY EMPLOYER****

EOE, M/F, D/V

APPLICANT DATA RECORD

All applicants are considered for the applied position without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability (if performance ability coincides with job requirements), or any other legally protected status.

Solely to help us comply with government record keeping, reporting and other legal requirements, we ask that you complete this Applicant Data Record. We appreciate your cooperation. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or your personnel file. Periodic Reports are made to the government on the following information.

YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Position Applied For: Accounting and Finance Analyst	Today's Date:
Name (Last) (First) (MI)	Social Security Number:
Address:	Telephone Number:
City State Zip	Date of Birth
Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Check one of the following: (Ethnic Origin)	
White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native	
African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Other _____	
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single	
Referral Source: <input type="checkbox"/> College/Tech School <input type="checkbox"/> Newspaper <input type="checkbox"/> Employment Agency	
Walk-In <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Other-Specify _____	



JACKSON MUNICIPAL AIRPORT AUTHORITY

Your Connection to the World

100 INTERNATIONAL DRIVE SUITE 300 JACKSON, MISSISSIPPI 39208

Application For Employment

(Please Print or Type in Black Ink)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, religion, gender, national origin, age, veteran status, the presence of a non-job related physical or mental condition, handicap, or disability, or any other legally protected status. If you require accommodation or assistance in completing this application or in any stage of the employment process, please let us know.

APPLICATION FOR: **Accounting and Finance Analyst**

ADVERTISEMENT PERIOD: **03/12/2019–03/29/2019**

PERSONAL

NAME _____
 (Last) (First) (Middle Initial)

ADDRESS _____
 (Street Address) (City) (State) (Zip)

HOME PHONE NO. (____) _____ ALTERNATE PHONE NO. (____) _____

SOCIAL SECURITY # _____ EMAIL _____

DRIVER LICENSE # _____ Class _____ Expiration _____ State _____

When will you be available to begin if selected for the position? _____

Are you available to work shifts? Yes _____ No _____

Are you authorized to work in the U.S. on an unrestricted basis? Yes _____ No _____

(Proof of citizenship or immigration status will be required upon employment)

Have you ever been employed with JMAA before? Yes _____ No _____

If yes, give dates _____

Have you ever been convicted of a crime other than minor traffic violations? Yes _____ No _____

If yes, state nature of offense, when, where and disposition _____

(A conviction will not necessarily disqualify an applicant from employment)

Do you have any relatives presently employed by the Jackson Municipal Airport Authority? Yes _____ No _____

If yes, list names and relationship _____

Employment with the Jackson Municipal Airport Authority is contingent upon the ability to be granted and maintain ID/secure media badge as regulated by TSA, and a valid drivers license and motor vehicle report in compliance with JMAA's Drivers Policy. A comprehensive pre-employment background check includes an education/experience investigation, a medical physical exam, a drug/alcohol screen, a motor vehicle report and a fingerprint-based criminal history record check.

NAME: _____ **SOCIAL SECURITY NO.:** _____

Education & Training

	<i>High School</i>				<i>College/Technical/Business</i>				<i>Graduate School</i>				
School Name & Location													
Years Completed (Circle)	9	10	11	12	1	2	3	4	1	2	3	4	5
Diploma/Degree (Verification of education required) Describe Course of Study:													
Describe Specialized Training, Apprenticeships, Skills, Extra-Curricular Activities, Foreign Languages:													

Employment Experience

Start with your present or last job. If unemployed, start with your immediate past employment. Be specific and complete. Include military service assignments and volunteer activities. Any military service must be documented by providing a DD214 along with this application. Exclude organizational names that indicate race, color, religion, gender, national origin, disabilities or other protected status. Explain any gaps between employments. Failure to explain any gaps in employment will be justification for your disqualification from the selection process. Use additional sheets if necessary.

Your Job Title _____	Telephone No. (_____) _____
Company Name _____	Employed (Indicate Month, Day and Year)
Address _____ _____	From _____ To _____
Name of Supervisor _____	Annual Salary Start _____ Last _____
Describe Your Duties _____ _____ _____	Reason for Leaving _____ _____
	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If No, Please Explain _____
Full Time _____ Part-Time _____	

NAME: _____ **SOCIAL SECURITY NO.:** _____

Your Job Title _____

Telephone No. (_____) _____

Company Name _____

Employed (Indicate Month, Day and Year)

Address _____

From _____ To _____

Name of Supervisor _____

Annual Salary
Start _____ Last _____

Describe Your Duties _____

Reason for Leaving _____

May We Contact This Employer? Yes No

If No, Please Explain _____

Full Time _____

Part-Time _____

Your Job Title _____

Telephone No. (_____) _____

Company Name _____

Employed (Indicate Month, Day and Year)

Address _____

From _____ To _____

Name of Supervisor _____

Annual Salary
Start _____ Last _____

Describe Your Duties _____

Reason for Leaving _____

May We Contact This Employer? Yes No

If No, Please Explain _____

Full Time _____

Part-Time _____

Your Job Title _____

Telephone No. (_____) _____

Company Name _____	Employed (Indicate Month, Day and Year)
Address _____ _____	From _____ To _____
Name of Supervisor _____	Start _____ Last _____
Describe Your Duties _____ _____ _____	Reason for Leaving _____ _____
	Annual Salary
	May We Contact This Employer? Yes <input type="checkbox"/> No
	If No, Please Explain _____
Full Time _____	Part-Time _____

Additional Skills

State any additional information you feel may be helpful to us in considering your application.

Indicate any professional licenses or certificates, license numbers, their expiration dates and issuing agency.

Professional References:

List the name, title, contact information, and relationship of at least three references who are not related to you.

Name	Title	Contact Information	Relationship

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I understand that an investigation of all statements contained in this application for employment will be conducted, to include at a minimum: personal and business references; employment history; education/technical training; and military service. If a conditional offer of employment is extended, I understand that my hiring may be contingent upon successful completion of job-related testing, a medical examination, an alcohol and drug screening, a criminal background investigation, and a motor vehicle report. I understand that for Certified Police Officer positions, a psychological examination is also required. I agree, upon request, to sign all necessary authorization and consent forms.

Signature of Applicant

Date

THIS APPLICATION FORM MUST BE COMPLETED IN FULL, SIGNED AND DATED.



JACKSON MUNICIPAL AIRPORT AUTHORITY

Your Connection to the World

Jackson Municipal Airport Authority

Human Resources Department

Post Office Box 98109

Jackson, MS 39298-8109

Fax: (601) 664-3514

Authorization to Release Employment Information

I hereby authorize the Jackson Municipal Airport Authority to obtain information pertaining to my employment, attendance, performance reports, and disciplinary records from previous or current employers. I hereby authorize release of this information. This release is executed with full knowledge and understanding that the information is for the official use of the Jackson Municipal Airport Authority only as may be necessary in arriving at an employment decision.

I hereby release you, as the custodian of such records, from any and all liability for damages of any kind because of compliance with this authorization, and request you to release the information requested.

Please print all information legibly with black ink.

Full Name

Social Security Number

Current Address

Telephone Number(s)

(Day)

(Evening)

Signature of Applicant

Date