

Jackson Municipal Airport Authority Accounting & Finance Manager

The Accounting and Finance Manager performs accounting duties and oversees the accounting staff. Plans and coordinates the daily activities and operations of the Finance Department. Activities to manage include payroll, invoicing, revenue collections, accounts payable, fixed asset accounting, and general ledger maintenance. Coordinates assigned activities with airport internal staff, external agencies, and others; provides highly responsible and complex assistance to the Chief Financial Officer.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Financial Officer. Exercises direct supervision over accounting support staff.

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:

- Plans, supervises and coordinates accounting operational activities within the Finance Department to include payroll, invoicing, revenue collections, accounts payable, general ledger, fixed asset accounting, and etc.
- Assists in the development and implementation of performance duties, selection of accounting support staff, trains, motivates and evaluates the accounting support staff.
- Participates in the development and implementation of goals, objectives, and initiatives for the Finance Department; identifies resource needs; recommends and implements fiscal policies and procedures.
- Assists with the annual budget functions to include supplying initial financial information to staff, develops an annual budget calendar, compiles departmental budgets into airport-wide budget, produces a final budget document, oversees the budget input into accounting software, and monitors budget compliance. Assists in establishing rates and charges for airport tenants and airlines and compiling airline supplied activity forecasts.
- Assists with the annual audit. Coordinates the accounting activities and internal controls with the external audit firm. Compiles information for the annual financial audit and assists with the preparation of notes and statistical information for publication. Monitors established administrative and financial internal control systems and procedures; ensures audit compliance. Recommends updates as needed.
- Provides assistance to the Chief Financial Officer and coordinates accounting activities with airport internal staff, external agencies, and others as needed.
- Researches and applies generally accepted accounting/auditing principles, standards, state and federal laws and regulations that affect the areas for which responsible and develops procedures as needed.
- Assists in preparing comprehensive reports, prepares financial reports as required by law, and various financial analyses. Manages daily cash requirements and ensures bond reporting requirements.

- Participates in a variety of projects including various funding mechanisms including reimbursements and reporting requirements.
- Responds to requests for information as they pertain to the Finance Department.

Other Important Responsibilities and Duties:

- Attends and participates in professional group meetings; stay abreast of changes within the field of accounting that impact JMAA.
- Assists in a variety of department operations; perform special projects and assignments as requested.
- Performs related duties and responsibilities as required.

Knowledge and skills:

- 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 leader, with a high degree of business knowledge, proactively evaluating business needs for continual improvement
- Ability to work in a team environment on multiple projects while effectively communicating in a professional manner with all levels of management
- Ability to solve complex problems and deal with a variety of concrete variables in situations without precedent.
- 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. Must be sufficiently knowledgeable in generally accepted accounting principles of accounting/auditing and the implementation and administration of such principles.
- Strong customer service skills.
- Ability to work creatively and quickly within the structure of the public sector
- Ability to use sound judgment, logic and reason. Must be able to prepare, interpret and respond to written and verbal communications

Physical Requirements:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally

Education and Experience:

A Bachelor's Degree in accounting or finance and six (6) years of experience in accounting or auditing experience including two (2) years of supervisory responsibility. Applicant will be required to provide a transcript during the final stage of the selection process.

License or Certificate:

Must possess a valid Mississippi State driver's license.

Must be able to pass and maintain a background and security clearance.

Excellent Benefits include, but are not limited to:

- * Public Employees' Retirement System (PERS)
- * Employer pays 100% of employees' medical, dental, life, long term disability and accidental death and dismemberment insurance.
- * Employees earn vacation and medical leave on a monthly basis.
- * Employees receive pay for 10 holidays and any other day proclaimed as a holiday.
- * Educational Reimbursement available to all fulltime employees for educational expenses.

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 February 5, 2018
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:	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)	
<input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native	
<input type="checkbox"/> 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	
<input type="checkbox"/> Walk-In <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Other-Specify_____	



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 & FINANCE MANAGER**

ADVERTISEMENT PERIOD: **01/22/2018 - 02/05/2018**

PERSONAL

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

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

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

SOCIAL SECURITY # _____

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

	High School				College/Technical/Business				Graduate School				
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 _____	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 _____

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.

