



**Friedman Memorial Airport
Seeks Airport Administrative Coordinator**



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Posted Date: 09/05/2018
Salary Range: \$55,000.00 - \$75,000.00
Deadline to Apply: Open Until Filled

The Friedman Memorial Airport in Hailey, Idaho is seeking qualified applicants for a full-time Airport Administrative Coordinator. This position is responsible for providing the daily administrative and financial support duties related to the management of the airport in accordance with local, state and federal regulations. A complete job description is available on the Airport's website at www.iflysun.com.

Applicant information will be accepted until a candidate is selected. Qualified candidates may submit their qualifications to lisa@iflysun.com or deliver them to the Airport Management and Operations Center, 1616 Airport Circle, Hailey, ID 83333.

Friedman Memorial Airport is an Equal Opportunity Employer and a Drug Free workplace. The Friedman Memorial Airport Authority is committed to compliance with Federal and State laws requiring that the Airport only hires workers who are lawfully entitled to work in the United States (U.S. citizens or nationals and non-citizens with valid work authorization) without discrimination. As such, the Airport participates in the E-verify Program established by the Department of Homeland Security and the Social Security Administration to aid employers in verifying employment eligibility of all newly-hired employees. Our participation in the E-Verify program does not exempt us from the obligation to obtain a complete Form I-9 from every employee we hire.



JOB DESCRIPTION

Friedman Memorial Airport – Airport Administrative Coordinator

Supervisor: Airport Contracts/Finance Administrator

Status: Full-Time (40 hrs./wk.)/Non-Exempt

Salary Range: \$55,000 - \$75,000 (\$26.44/hr. – 36.05/hr.)

General Statement of Duties

This job is a shared responsibility position that performs diverse administrative and financial support duties related to the management of the Friedman Memorial Airport.

Job Responsibilities

Customer Service

- Responds to and serves the public with patience and professionalism
- Shall acts as a liaison with tenants and user groups regarding airport administrative issues
- Utilizes effective communications and interpersonal skills to maintain positive and productive working relationships with other employees, the public and agencies associated with the operation of the airport and deal with issues in a courteous and tactful manner
- Assists with preparation of financial reporting
 - Updates and maintains chart of accounts
 - Assists with creating budget templates, updates budgets and budget performance summaries
 - Prepares and updates the rates & charges schedule
 - Assists with budget adoption procedures such as gathering support data, preparing required reports and notices
 - Researches and prepares statistical reports based on consolidation of data collected

Job Responsibilities, Cont.

Financial/Accounting Support

- Assists with preparation and distribution of month end financial reconciliation reporting packets
 - Compares bank statements/reports from outside sources with the general ledger
 - Accounts Receivable/Payable Reconciliations
 - Prepares financial summaries and obtains approvals
- Performs duties associated with the accounts receivable accounts
 - Maintains comprehensive understanding and schedule of customer contracts
 - Creates/maintains customer files
 - Performs day to day financial transactions including verifying, classifying, posting and recording account data in accordance with financial policies and procedures
 - Accounts for and reconciles all types of airport revenues to include lease payments, commissions, airport assessments, state and federal grants
 - Prepares, validates (contract/leases, etc.) and distributes invoices/statements
 - Receives/Posts account payments and prepares deposits
 - Facilitates payment of invoices due/past due by contacting the responsible party by written communication, meetings or by telephone.
 - Generates detailed statements to report account details and receivables status
- Performs duties associated with the accounts payable
 - Maintains comprehensive understanding and schedule of vendor contracts
 - Processes incoming payables using approved procedures
 - Creates/maintains vendor files
 - Creates/processes purchases orders
 - Performs day to day financial transactions including verifying, classifying, posting and recording account data in accordance with financial policies and procedures
 - Evaluates payment due dates, prepares payments and obtains appropriate approvals
 - Obtains W-9 from service vendors/Prepares 1099 reports
- Maintains/retains records according to internal record keeping procedures
- Assists with coordination and completion of annual financial independent audit
 - Compiles financial information as requested
 - Coordinates access to financial records
 - Coordinates site visits and presentations
 - Implement suggested corrective actions to resolve any noted deficiencies in a timely manner
 - Distribute audited financial statements and other information, as required

Job Responsibilities, Cont.

Federal Aviation Administration (FAA) Grant Support

- Maintains knowledge of FAA Airport Improvement Programs (AIP)/Passenger Facility Charge PFC grant programs
 - Maintains comprehensive schedule of grant agreements
 - Request grant reimbursements using FAA's electronic reimbursement program (Delphi)
 - Maintains complex grant expense and revenue summaries
 - Gathers and prepares financial data to provide to the airport's engineer and accountant for the preparation and submittal of FAA required forms (SF425, SF270, SF271, 5100-126 & 5100-127) to meet FAA reporting requirements
- Maintains knowledge of Federal Department of Transportation (DOT)/FAA Disadvantages Business Administration (DBE) requirements
 - Prepares and/or coordinates the preparation and maintenance of DOT/FAA required Construction/Concession plans and associated reporting
- Provides support for meetings and events.
- Maintains knowledge of federal Department of Transportation (DOT)/FAA Disadvantages Business Administration (DBE) requirements
 - Prepares notifications and communicates with participants
 - Schedules appropriate venue
 - Prepares agenda and supporting documents for posting & distribution
 - Prepares presentations
 - Coordinates catering/support staffing
 - Prepares detailed minutes for public record

General Administrative Support

- Issues airport use permits to tiedown tenants and ground transportation service providers
 - Creates and maintains application forms
 - Processes applications and renewals
 - Verify documents provided and perform related compliance inspections
- Process and distributes incoming mail/packages, ensures outgoing mail/packages get delivered to appropriate shipping center in a timely manner
- Maintains/retains records as required by the adopted records retention policy
- Participates in cross-training and job training schedules as needed
- Ensures office environment is supplied, organized and functional
- Performs other related duties as assigned

Job Specifications

To perform this job successfully, an 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 able made to enable individuals with disabilities to perform the primary job responsibilities.

Education and Work Experience

- Associates or Bachelor's degree from an accredited college or university with course work in business administration and/or financial/accounting degree from an accredited college or university with course work in business management, financial management, accounting and/or 5 years progressive experience in a related field
- At least four (4) year's experience performing business financial analysis and general office administration experience
- Any equivalent combination of education, experience and training which demonstrates the knowledge and abilities necessary to perform the work specified.

Language Skills

- Must have the ability to communicate by understanding and speaking the English language, read, analyze and interpret communications from different entities; read, analyze and interpret various government regulations; clearly and effectively express ideas and thoughts (verbally and in writing); listens actively; articulate and capable of presenting at public meetings, if needed.
- Ability to follow written and verbal instructions, policies and procedures with accuracy and attention to detail.

Mathematical Skills

- Must have the ability to work with complex mathematical concepts and apply methods such as fractions, percentages, ratios and proportions to understand and resolve practical situations.
- Ability to think clearly and make appropriate decisions, even in stressful situations

Reasoning Ability

- Ability to solve complex problems and deal with a variety of situational variables in scenarios where only limited standardization exists. Interpret a variety of instructions furnished in writing, oral, diagram, or schedule form as well as develop effective solutions when limited guidance is provided.

Other Knowledge, Skills and Abilities

- Thorough knowledge of an extensive body of federal, state, and local laws, rules, regulations and procedures that apply to airport certification, management, and compliance
- Ability to understand, interpret and explain rules and regulations to staff and others
- Skills in customer service techniques; capacity to deal with “high stress” or agitated individuals; ability to manage own personal stress level to de-escalate situations
- Ability to establish and maintain effective professional and relationships with coworkers and others; ability to work both independently and cooperatively in a collaborative atmosphere
- Ability to prioritize multiple tasks and projects with multiple interruptions and meet critical deadlines
- Ability to exercise sound judgement, make decisions with confidence, show initiative, take ownership of assigned projects, follow verbal and written instructions and communicate effectively verbally and in writing;
- Performs tasks assigned with accuracy, attention to detail, proper work methods, techniques, and compliance with applicable standards and specifications
- Ability to performs duties unsupervised. Ability to exercise independent problem-solving with initiative and self-motivation.
- Exercises principles and practices of organization, planning and effective records management
- Working knowledge and ability to update calendar of events, construction updates, and airport specific details on the Airport’s website using WordPress
- Working knowledge of Microsoft Office programs including Power Point, Excel, Word, Publisher and Outlook.
- Thorough knowledge of record keeping principles and practices to adhere to industry standards. This shall include a working knowledge of QuickBooks Enterprise or equivalent
- Ability and initiative to continue education and training to improve skill levels and effectively being able to apply skills learned
- Must be able to maintain confidentiality
- Ability to type 60 WPM
- Capable of operating standard office equipment such as computers, scanners, telephones, facsimile machines, copiers and printers
- Must be able to work flexible and extended hours to accommodate holiday schedules, airport meetings, special events, emergencies or as needed
- Ability to travel and attend airport related meetings, trainings and conferences

Essential Physical Abilities

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 stand, walk, sit and drive; use hands to finger, handle, or

feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance, stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 35 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Environment

Work is primarily performed in an office environment where physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; lifting of office supplies (e.g. binders, files, documents) and work under the stress of deadlines and fluctuating office environment. Tasks may require expose to environmental conditions such as dust, fumes, noise extremes, traffic hazards and, on occasion, the employee may subject to seasonal and extreme weather conditions.

Additional Functions/Requirements

- Must have possession of or ability to readily obtain a valid driver's license issued by the State of Idaho
- Must be able to obtain and maintain an airport security (SIDA) badge
- Performs other duties as required.

Friedman Memorial Airport is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act of the incumbent. It is not designed to cover or contain comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.