



**Job Title:** Airport Deputy Director of Finance and Administration  
**Reports to:** Airport Director  
**FLSA Status:** Exempt  
**Pay Level:** 14

## JOB SUMMARY

The Airport Deputy Director of Finance and Administration manages and directs all financial and administrative programs and activities. Oversees internal controls related to financial functions. Oversees the implementation and coordination of aviation and non-aviation revenue-generating contracts and leases. Participates as a member of the Airport's Leadership Team with a focus on financial sustainability.

## MISSION

*Providing the Wood River Valley, surrounding communities, and traveling public a safe, reliable, and friendly aviation facility through collaboration and communication internally and with our customers, community, and stakeholders; training, adequate facilities, and sustainable business practices.*

## PRIMARY DUTIES AND RESPONSIBILITIES

- Develop and maintain the Airport financial oversight of accounting functions including accounts payable, accounts receivable, and grant accounting
- Develop effective and efficient procedures to ensure efficient financial reporting to the Airport Authority, Airport management, and stakeholders
- Identify budget variances for management review and consideration
- Assist the Airport Director in capital planning, budget planning, and financial forecasting
- Represent Friedman Memorial Airport in all airport financial applications
- Coordinate year end closing procedures
- Coordinate internally and externally with the audit team. Represent the Airport through the duration of the annual audit and facilitate any audit recommendations quickly and accurately
- Review and draw on operating grants to maintain efficient cash flow
- Represent the Friedman Memorial Airport and maintain a cooperative working relationship and positive public relations with external users including the Friedman Memorial Airport Authority, other Airport users, and the public

### **Airport Administration Oversight**

- Oversee Airport administrative services
- Manage staff effectively
- Foster teamwork with the administrative staff
- Oversee all payroll activities
- Manage and coordinate Business Operations Analysis
- Act as the Grant Administrator for all grants, including but limited to FAA grants
- Manage all Airport leases

### **Airport Leadership Team**

- Serve as part of the Airport leadership team providing guidance, training, collaboration and support to staff, community, and stakeholders of the Airport
- Participate in the development and implementation of the airport's strategic goals and vision
- Foster a culture of commitment, team spirit, pride, and trust
- Conduct oneself in a professional and ethical manner publicly and personally

- Understand public and confidentiality policies of Friedman Memorial Airport

**Miscellaneous**

- Assist the Airport Director with community relations and Board responsibilities as needed
- Regularly attend airport/community meetings
- Performs other job-related duties as assigned or needed

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Skilled in prioritizing multiple tasks and managing projects with absolute deadlines
- Ability to think strategically and consider creative solutions
- Advanced critical thinking and problem-solving skills with a demonstrated ability for attention to detail
- Skilled in coordinating, managing, and understanding correlated data
- Must be able to communicate effectively through all mediums including verbally, email, written, text, and messaging
- Establish and maintain effective working relations with all internal and external Friedman Memorial Airport users through strong interpersonal skills
- Ability to foster continuous improvement of processes through elimination of duplicated efforts and streamline and create efficiencies through automation
- Ability to solve complex problems and deal with a variety of situational variables and scenarios within the limited scope of airport operations
- Ability to prepare and interpret a variety of instructions furnished in written, oral, diagram, or schedule form as well as develop effective solutions where limited guidance is provided
- Work independently or as part of a team

**JOB REQUIREMENTS**

**Education and Work Experience:**

- Bachelor’s or Master’s degree in accounting, finance, or business administration is strongly preferred
- A minimum of seven years progressive experience related to finance, budgets and benchmark strategies, forecasting, leadership, cash flow management, financial reporting per GASP (Governmental Accounting Standard Board), GAAP (Generally Accepted Accounting Principles), and best practices
- Any equivalent combination of education, experience and training which demonstrates the knowledge and abilities necessary to perform the work of an Airport Director of Finance and Administration
- At least seven (7) or more years of experience working with enterprise-level accounting software, preferably within a governmental entity
- At least three years of demonstrated supervisory experience preferred
- Experienced in managing finances in a small commercial service or larger airport environment a plus
- Demonstrated experience in financial strategic management through Generally Accepted Accounting Principles (GAAP)
- Forecasting and planning of resources and revenues from various federal, local, and state funding sources
- Demonstrated experience in audit compliance and ability to enhance internal controls
- Five (5) or more years of demonstrated experience performing in a leadership role that includes training, mentorship, as well as cultivating/promoting a positive collaborative culture
- Must reside in or be able to relocate to Blaine County, Idaho
- Must have a valid Idaho Driver’s License
- Must be able to pass a TSA background check (SIDA), Driving Record Check, Criminal History Check, reference checks, and drug test

**Physical Abilities** – must be able to perform physical requirements of this job with or without accommodation

- This position may require the employee to regularly stand, walk, sit, and drive

- This position will require the use of hands to finger, handle, or feel, reach with hands and arms, speak, and hear
- The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must be able to lift and/or carry up to 25 pounds
- 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:**

- Office environment may include physical demands such as sitting for extended periods of time; frequent use of computers and standard office equipment
- My require exposure to such environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, snow, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances
- **Standard work schedule for this position is Monday through Thursday 8:00 am to 6:00 pm and may include extended hours**

**DRUG FREE WORKPLACE**

In accordance with the Friedman Memorial Airports Drug Free Workplace Regulation, this position is designated as a safety sensitive position and is subject to testing requirement including Post Offer Applicant Testing, Random Testing, Reasonable Suspicion, Post-Accident, etc. Applicants will be required to submit to screening for illegal drug use prior to hire. Appointment to this position is contingent upon a negative pre-employment drug test.

**EQUAL OPPORTUNITY EMPLOYER**

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) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required. Employee may be asked to perform other duties as required or needed.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

<b>Employees Signature</b>	<b>Date</b>
<b>Supervisor's Signature</b>	<b>Date</b>