

FINANCE MANAGER

GENERAL STATEMENT OF DUTIES:

Under the supervision of the Airport Director, the Finance Manager directs the financial activities of the organization and prepares financial analyses of operations for the guidance of management decisions. Duties involve managing accounting and bookkeeping activity, the responsible performance of varied and complex accounting and auditing work, and the exercise of individual initiative, independent judgment and acquired skills.

Various responsibilities relating to personnel, including the coordination of employee benefits and requirements.

SALARY RANGE: \$64,260 – \$78,333

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities may include:

1. Oversees the comprehensive finance functions of the MBS International Airport (MBS) and prepares financial statements/reports for the Airport Director, including those which summarize and forecast company business activity and financial position in the areas of income and expenses based on past, present, and expected operations.
2. Manages the various accounting activities and prepares financial reports for the Airport Director.
3. Assists in the preparation of the annual budget and monitors compliance throughout the year.
4. Is responsible for all accounting involving the maintenance of ledgers, journals, records and reports (AP, AR, Payroll and GL).
5. Prepares quarterly financial statements.
6. Processes all banking transactions after review with Airport Director.
7. Grant year-end reporting, entries and balancing.
8. Prepares all books and records for and assists in the annual audit of Airport records and accounts.
9. Participates in the periodic review, revision, and implementation of the Airport structures of rates and charges.
10. Reviews and monitors accounting operations to ensure compliance with GAAP, IRS, and other regulatory requirements/policies. Implements new regulatory accounting standards as necessary.
11. Supervises health insurance (Life, STD, LTD Ins.), vacation and sick leave records, employee SPD's and legal notices, and miscellaneous personnel responsibilities.
12. Administer, implement and maintain various employee benefits programs, such as group health, flexible spending accounts, dental and vision, accident and disability, life insurance, 401(k), and wellness benefits.
13. Coordinate workers' compensation claims with third-party administrator. Follow up on claims.
14. Maintain employee benefits filing systems and ensure benefits changes are entered appropriately in payroll system for payroll deduction.

MBS International Airport Finance Manager

15. Review and respond to unemployment claims with appropriate documentation. Review monthly unemployment statements.
16. Supervises the administration of all governmental employment programs personnel files.
17. Coordinate and verify pre-employment and ongoing requirements for employees.
18. Assists Airport Director in negotiation and administration of the Union Contract.
19. Attends meetings at the discretion of Airport Director.
20. Keep task list on calendar (lease expirations, CDL's, licenses and required reporting) and report to proper person.
21. Manages the records of all property of the MBS including inventory and fixed asset capitalization and related depreciation and asset retirement records.
22. Attend Airport Commission meeting and take minutes.
23. Makes routine administrative operating decisions, when necessary.
24. Prepares checks, vouchers, trial balances and various monthly reports for the Commission meeting.
25. Track various contracts, leases, personnel requirements and report to proper person/organizations.

This job description is to be used as a guide for accomplishing organizational and departmental activities, and covers only the primary functions and responsibilities of this position. It is in no way to be construed as an all-encompassing list of duties. Additional duties may be assigned, as needed.

QUALIFICATIONS:

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 made to enable individuals with disabilities to perform essential functions.

An employee in this class, upon appointment should have the equivalent of the following training and experience.

1. Bachelor's Degree in Business Administration, Accounting or Finance; and
2. Five years of progressively responsible experience in accounting or finance; or any equivalent combination of experience and training, 3-5 years, which provides the knowledge, skills and abilities necessary to perform the work.
3. Knowledge of principles and practices of governmental accounting and the laws and regulations relating to the financial administration of public agencies.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

1. CPA, or a background in public sector finance/accounting, or a graduate degree/graduate work in Business Administration, Accounting or Finance.
2. Knowledge of federal and state government grant and financial assistance programs.
3. Reasonable knowledge of business English, commercial subjects and report writing.
4. Ability to assemble data and to prepare accurate records and reports.
5. Ability to work effectively with other employees and the public.

MBS International Airport Finance Manager

6. Ability to plan and organize work activities.
7. Knowledge of financial accounting programs.
8. Time Management
9. Multi-tasking

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Sit for long periods of time
 - See details of objects that are less than a few feet away.
 - Understand the speech of another person.
 - Speak clearly so listeners can understand.
 - Operate computers and other office technology.
- * *MBS International Airport is an Equal Opportunity Employer*
- * *MBS International Airport does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, and genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.*
- * *The Commission is committed to complying with the Americans with Disabilities Act. If an applicant requests a reasonable accommodation for purposes of completing the job application process, the Commission reserves the right to require professional documentation to confirm the need for accommodation.*

EMPLOYMENT APPLICATION

MBS International Airport Commission
8500 Garfield Road - Suite 101
Freeland, MI 48623

An Equal Opportunity Employer

Answer all questions in INK and in your own HANDWRITING OR PRINTING. If more space is needed to answer questions completely, attach a separate sheet. Notify this office promptly if your address or telephone number changes.

1. Position applying for: _____
Date available to start: _____

2. Name: _____
(Last) (First) (Middle)

Telephone number where you can be contacted: _____

3. Check one: Is the phone number given above a residence _____, business _____, or place to leave messages? _____

4. Residence Address: _____
(Number & Street) (City) (State) (Zip Code)

5. Are you 18 years of age or older? _____ (NOTE: The Michigan Department of Labor Regulations require that minors be placed in restricted work environments.)

6. If hired, can you furnish proof that you are eligible to work in the United States? _____
(This means that you must be a citizen of the United States or have appropriate immigration documents which permit you to work in the United States.)

7. Do you have a valid State of Michigan driver's license? _____ Do you have a valid State of Michigan commercial driver's license? _____

8. List all traffic violations you have had within the last seven (7) years:

Offense	Month/Year
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

9. Have you been convicted of a felony, or released from prison in the past 10 years? _____
 (NOTE: A yes answer does not automatically disqualify you from employment.) If yes,
 please explain: _____

10. Have you ever been employed by a company on the airport? _____ If yes, what
 company? _____

11. FOR APPLICANTS SEEKING TEMPORARY EMPLOYMENT ONLY: Are any persons
 currently employed by the MBS International Airport Commission related to you by blood
 or marriage? If yes, give names and relationships _____

12. EDUCATION *

Name and Address of School	Course of Study	Circle Last Year Completed	Did You Graduate?	List Diploma
High School		5 6 7 8 9 10 11 12	Yes No	
College		1 2 3 4 5 6 7 8	Yes No	
Other (Specify)				

* If a degree or diploma is required for the job you are applying for, please be prepared to submit proof.

13. List any courses or additional training which you feel has a bearing on your qualifications
 for this position (i.e. apprenticeships, training programs, typing, shorthand, bookkeeping,
 certificates or licenses of vocational competence, membership in professional or technical
 associations, etc.). Note: It is not a requirement to list memberships which will reveal your
 sex, race, national origin, or other protected status _____

14. **Start with your most recent position and work back.** In the space below, give your complete record of employment. Include periods of job-related military service and explain any gaps between periods of employment. If the examination announcement for this position includes an experience requirement, be sure to show clearly that you meet such a requirement. ***You must fill out this section even if attaching a resume.***

Dates of Employment	State your exact title, then describe your duties.	Employer Address, Phone Number and Name of Immediate Supervisor	Why did you leave?
<hr/>			
a)	From _____ To _____		
<hr/>			
b)	From _____ To _____		
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c)	From _____ To _____		
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d)	From _____ To _____		
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e)	From _____ To _____		
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Dates of Employment	State your exact title, then describe your duties.	Employer Address, Phone Number and Name of Immediate Supervisor	Why did you leave?
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f) From _____
To _____

15. May we contact the employers listed above? _____ If not, indicate by letter (a-f above) which one(s) you do not wish us to contact _____. Why not? _____

16. Additional Information that would aid in evaluating your qualifications:

17. I hereby authorize MBS International Airport Commission to obtain from my references and employers all data needed to support this application. I hereby certify that all answers to the foregoing are true, and I agree and understand that any misstatements or misrepresentations of material facts contained in this application may cause immediate forfeiture upon my part of all rights to any employment in the service of the MBS International Airport Commission.

Signed: _____ Date: _____

RETURN TO: MBS International Airport Commission
8500 Garfield Road - Suite 101
Freeland, Michigan 48623
OR
Email to: klapish@mbsairport.org

For questions call: (989) 695-5555 ext. 8