



Position: Finance Manager

Department: Administration

Reports to: Executive Director

Airport: Gary/Chicago International Airport (GYY)

KEY RESPONSIBILITIES

The Finance Manager essential duties will include the following activities:

- Work at the direction of the Executive Director
- Oversee the financial reporting and record-keeping, disbursement processing (payroll, accounts payable, and contracts administration), purchasing, accounts receivable, annual audit administration, collections, and finance staff support.
- Maintain all financial management systems and records of the Airports (Gary/Chicago International Airport and Griffith-Merrillville Airport) in accordance with Generally Accepted Accounting Principles (GAAP) and State Board of Accounts.
- Responsible for maintaining lease agreements for hangars at Griffith-Merrillville Airport as well as U-lock storage units, in addition to collecting lease payments for both.
- Coordinate and schedule audits conducted by independent auditors and other governmental agency auditors with best practice being the completion of the prior year's audit on or before August 1st.
- Respond to public inquiries and complaints in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Participate in the preparation and administration of the office budget; submit budget recommendations; monitor expenditures.
- Recommends and participates in the development of finance related goals, objectives, and policies.
- Design and implement procedures to establish an effective system of internal controls over accounting and financial reporting.
- Plan, organize, and direct complex financial projects, such as the collection of Passenger Facility Charges (PFC), documentation and compliance for Federal and State Grants, preparation of bond issuance documents and the recording of bond and other debt transactions.
- Advise the Airport Management and Airport Authority concerning strategic financial matters prior to and during regularly scheduled Board Meetings.
- Oversee, review and validate all entries into NetSuite.
- Prepare monthly financial statements for review by Gary/Chicago International Airport Authority Board (GCIAA).
- Assist in employee issues, relating to finance, invoicing, and requisitions.
- Oversee, cross train, and review bi-weekly payroll (review timesheets and submit reports to accounting clerk).
- Ensure adherence to GYY policies and procedures of the company and GCIAA.

- Supports and promotes revenue and business development efforts, including developing and managing the annual airport budget and two-year financial plan as well as revenue and capital forecasts and expenditures.
- Ensures compliance with Federal Aviation Administration (FAA) regulations governing grants and financial reporting.
- Trains and supervises staff of the finance department.
- Establish and maintain cooperative working relationships with department, City of Gary personnel, vendors, outside agencies and the public.
- Other related duties and responsibilities as assigned.

PROFESSIONAL EXPERIENCE / QUALIFICATIONS

To perform this job successfully, the selected 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 the essential functions.

- Bachelor's degree in accounting, business administration, or related field from an accredited university.
- Master's Degree and/or CPA is desired.
- Six years of progressively responsible experience in finance or financial operations, including two years in a supervisory capacity.
- Proficient in accounting and bookkeeping.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to read and evaluate budgets, financial statements and P&L reports.
- Ability to read, analyze, and interpret industry periodicals, professional journals, technical procedures and governmental regulations.
- Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardizations exist.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of executives, employees, clients, customers, and the public.
- Excellent communication skills.
- Demonstrated proficient level of MS office tools.
- Demonstrated public speaking experience, including conferences, seminars and working groups.
- Local demonstrated experience in the Gary / Chicagoland area will be considered a plus.

COMPENSATION

- Competitive compensation.

NON-DISCRIMINATION COMMITMENT

GCIA policies focus on eliminating all discrimination based on gender, race, ethnicity, indigenous identity, disability, sexual orientation, and gender identity.

GCIA commitment to gender equality and non-discrimination focuses on issues related to equal opportunities and treatment for all women and men in the employees' recruitment, selection, and promotion, compensation, and development processes.

EDUCATION, CERTIFICATES, LICENSES, REGISTRATIONS

- Four-year degree in Accounting, or Business Administration, Finance or related field is desired.
- Demonstrated extensive finance/accounting experience required.
- Must possess a valid Driver's License as a condition of employment.
- Must be eligible to obtain all Airport staff access and security clearances from the Authorities.
- AAAE designation will be considered a plus.

PHYSICAL DEMANDS

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 will be regularly required to stand; walk; sit; use hands to finger, handle to feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. Specific vision abilities required by this job include vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

COGNITIVE DEMANDS

- Attention to detail and focus on quality
- Highest levels of integrity
- Ability to inspire, lead and motivate people, including him/herself and others
- Ability to gain and maintain trust among customers, staff and stakeholders
- Ability to negotiate and gain consensus
- Ability to manage and resolve conflict in a productive way
- Calm, tactful, respectful, and diplomatic character
- Ability to work under situations of stress and with limited resources
- Excellent teamwork capabilities
- Ability to lead and facilitate Committees and Working Groups
- High degree of emotional intelligence and empathy