



April 28, 2023

VACANCY POSTING – AIRPORT FINANCE TECHNICIAN

The Duluth Airport Authority is accepting applications for the position of Airport Finance Technician. A complete job description is attached. The Duluth Airport Authority is an Equal Opportunity Employer.

Hourly Rate: \$24.47

Benefits: Health Insurance, Dental Insurance, Life Insurance, PERA Pension Contributions, Cafeteria Benefit, Ability to participate in Minnesota Deferred Compensation Plan, Vacation Time, Sick Time, Personal Time

Please submit a cover letter and resume to daa@duluthairport.com by May 12, 2023, at 4pm CST.



DULUTH AIRPORT AUTHORITY

POSITION TITLE: FINANCE TECHNICIAN

DEPARTMENT: FINANCE AND ADMINISTRATION

LOCATION: DULUTH INTERNATIONAL AIRPORT

OVERVIEW:

Under the overall supervision of the Director of Finance and Administration; maintain an orderly system of financial and revenue controls using standardized procedures and automated systems and independent judgement. This role frequently interfaces with a wide variety of contacts, including employees, tenants, vendors, and customers. Provides bookkeeping and administrative office support, processes financial transactions and maintains accounting, grant project files and contract files. Assists in the processing and handling of human resources related materials.

ESSENTIAL DUTIES & RESPONSIBILITIES (OTHER DUTIES MAY BE ASSIGNED):

A. FINANCIAL AND REVENUE CONTROLS AND TASKS

- Prepares and posts general ledger journal entries.
- Prepares reports from the financial system for review, distribution and/or signature where needed.
- Enter data for accounts receivable and accounts payable and produce applicable accounts receivable and accounts payable reports.
- Process and pay bills by verifying accounting price, quote, sales tax, quantity, and appropriate approvals.
- Record credit card transactions, prepare reports and routes for approval.
- Make initial telephone calls and emails to resolve billing discrepancies.
- Prepares invoices in accordance with contracts and sends all invoices within required timelines.
- Maintains accounts receivable calendar for accurate invoicing of contracts and adjustments.
- Processes and records customer payments via credit card, EFT/ACH, cash or check and prepares and completes deposit.
- Complete collection calls, emails and letters as required.
- Complete physical deposit of cash and checks as required.
- Complete bank reconciliations for all DAA accounts as required.
- Complete accounting duties accurately; meeting weekly, monthly, and annual deadlines.
- Completes analysis of rates and charges by conducting surveys and compiling data as requested.
- Tracks, manages, and executes grants, meeting all requirements.
- Prepare and submit credit applications, invoices and supporting documentation in accordance with grants and awards for reimbursement.
- Complete PFC quarterly report or others as required for compliance with funding sources as needed.
- Assists in the preparation of the annual budget.
- Prepares required schedules and reports for the annual audit.

B. PAYROLL & HUMAN RESOURCES

- Completes timecard preparation, distribution, compilation.
- Completes payroll verification, reconciliation, and journal entries.
- Maintains personnel files, prepares forms for new hires and changes in personnel status etc. and expedite to City of Duluth HR and payroll office.

C. STAFF ADMINISTRATIVE FUNCTIONS

- Accomplish filing of financial records and airport project documentation.
- Assist with preparation, maintenance, and filing of statistical data.
- Assists in coverage of front desk area when needed.
- Assists in parking and permitting
- Frequent office administrative duties to include, preparing letters, copying, answering the telephone, scheduling meetings, and responding to the public.

D. OTHER

- Projects positive public image for Duluth Airport Authority and DAA staff in all matters

- May be recalled to provide staff contingency support in the event of major accidents and disasters at Duluth International Airport and or Sky Harbor Airport.
- Other duties and tasks as assigned.

MINIMUM QUALIFICATIONS

A. EXPERIENCE AND EDUCATION

- An associate degree; and
- General accounting experience

B. SKILL AND ABILITY REQUIREMENTS

- Use professional writing skills to write business letters, forms and memos, including correct spelling, grammar, formatting, and document redlining.
- Office methods, procedures, equipment, file creation and organization
- Proficiently use and operate Microsoft Office Suite and Adobe Acrobat.
- Demonstrable use of computer and web-based accounting software, payment programs, reporting and functions
- Type from clear copy at a rate of not less than sixty words per minute.
- Transcribe and take detailed notes electronically.
- Understand and execute oral and written instructions and work independently in the absence of specific instructions.
- Establish and maintain effective, harmonious, and professional relationships with the public, business associates, government and industry officials, and fellow employees.
- Understand questions and give clear and satisfactory answers and explanations.
- Make accurate mathematical and other computations and comparisons.
- Use of methods, practices, and terminology used in financial and statistical record keeping.
- To exhibit values of the DAA at all times and continuously work to support the mission, vision, values and strategic plan of the organization.
- Ability to pass background checks, drug test and be capable of meeting and maintaining TSA security requirements for unescorted access in the Security Identification Display Area (SIDA)
- Ability to work at the Duluth Airport Authority office which involves daily travel to Duluth International Airport. This is not a remote work position.

DESIRABLE JOB KNOWLEDGE

- Knowledge of aviation terminology
- Knowledge of FAA and MNDOT functions and interaction
- Governmental accounting practices
- Experience using NetSuite Oracle

WORKING CONDITIONS & PHYSICAL DEMANDS: *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on the work location, while performing the duties of this position, the incumbent may occasionally be exposed to moving mechanical parts, fumes or airborne particles, and/or outside weather conditions. The noise level in the work environment is typically moderate and interruptions are common. While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; hear. The incumbent is frequently required to sit and/or stand and most of the work is completed at an assigned desk station in front of a computer. The incumbent is occasionally required to walk; balance; stoop, kneel, crouch or crawl. The incumbent must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; and rarely lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Finance Technician

DAA Director of Finance & Admin