



February 11, 2026

VACANCY POSTING: ACCOUNTANT (CONFIDENTIAL)

The Duluth Airport Authority is accepting applications for the position of Accountant.

The Duluth Airport Authority (DAA) desires a qualified candidate to serve as an Accountant. Under the overall supervision of the Director of Finance and Administration, assist in maintaining an orderly system of financial and revenue controls using independent judgement. Provide primary accounting support. Primary contact for internal and external customers concerning all finance department activities relating to project and grant accounting including PFC. Mentors accounting staff. Maintains confidential personnel files and participates in the collective bargaining process and labor relations. Governmental and grant accounting experience is preferred.

Salary Range: \$57,520 - \$86,281

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

The Duluth Airport Authority is an Equal Opportunity Employer

Please submit a cover letter and resume and three references to *Accountant Search Committee* at daa@duluthairport.com. Job will remain posted until filled.



POSITION TITLE: ACCOUNTANT (CONFIDENTIAL)

DEPARTMENT: FINANCE AND ADMINISTRATION

LOCATION: DULUTH AIRPORT AUTHORITY OFFICE

OVERVIEW:

Under the overall supervision of the Director of Finance and Administration, assist in maintaining an orderly system of financial and revenue controls using independent judgement. Provide primary accounting support. Primary contact for internal and external customers concerning all finance department activities relating to project and grant accounting including Passenger Facility Charges (PFC). Mentors accounting staff. Maintains confidential personnel files and participates in the collective bargaining process and labor relations.

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

A. FINANCIAL AND REVENUE CONTROLS AND TASKS

- Perform advanced financial activities in the area of accounting.
- Prepare trial balance and financial statement disclosures for the Comprehensive Annual Financial Report.
- Analyze and implement new accounting standards.
- Establish accounting systems and procedures to maintain proper and efficient accounting records.
- Implement new banking productions and financial solutions as needed.
- Recommends financial actions by analyzing accounting options.
- Substantiates financial transactions by auditing documents.
- Maintains financial security by following internal controls.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Prepares and posts general ledger journal entries in accordance with GAAP and GASB standards.
- Prepares reports from the financial system for review, distribution and/or signature. Develop custom reports as needed.
- Responsible for preparation and distribution of monthly and annual financial statements as 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.
- Perform advanced financial activities in the area of cash management
- Complete bank and account 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.
- Assists in the preparation, review and progress reports of the annual budget.
- Prepares required schedules and reports for the annual audit or ad hoc for executive leadership

B. GRANT AND PROJECT ACCOUNTING DUTIES

- Responsible for reviewing all grants, contracts associated with grant application and discussing variances with appropriate parties.
- Establish and maintain project files, grant files, and project management reporting.
- Tracks, manages, and executes grants, meeting all requirements.
- Review monthly pay application quantities, approvals, and change orders, and make payments to contractors.

- Prepare and submit credit applications, invoices and supporting documentation in accordance with grants and awards for reimbursement.
 - Record grant payment receipts, verify accuracy and rectify any variances or errors.
 - Review or prepare grant close out report, track close-out process as necessary and complete final recording of grants.
 - Prepare PFC applications, monitor collections, prepare quarterly and annual reports, and complete close-outs as needed.
 - Collaborate with federal and state agencies to ensure compliance with laws and regulations for grant, PFC and other programs as needed.
 - Prepare related construction and project audit reports for review by independent auditors
- C. PAYROLL & HUMAN RESOURCES FUNCTIONS
- Completes timecard and 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.
 - Advise employees on changes to benefits or responsibilities prior to a change in duty status
 - Maintains master DAA job descriptions.
- D. COLLECTIVE BARGAINING AND LABOR RELATIONS (CONFIDENTIAL)
- Prepare, revise, and collect, as well as have access to, all labor relations information, including DAA positions, contract proposals, and bargaining strategies in the collective bargaining process. Handle communications between DAA board members and the Executive Director concerning collective bargaining and labor relations. Member of the management negotiating team who participates with and negotiates on behalf of the DAA. Serve on related committees.
- E. OTHER
- Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
 - Projects positive public image for Duluth Airport Authority and DAA staff in all matters
 - May be recalled to provide staff contingency support in major accidents and disasters.
 - Assists in review of risk management insurance, ensuring appropriate coverage and maintaining current schedules.
 - Accomplish filing of financial records and airport project documentation.
 - Assist with preparation, maintenance, and filing of statistical data.
 - Assists in development of compliance plans and documents as well as the implementation and follow-through of the plans.
 - Other duties and tasks as assigned.

RELATIONSHIPS AND CONTACTS:

A. SUPERVISORY RELATIONSHIP

- Reports directly to the DAA Director of Finance and Administration
- Supervises, trains and assists other finance and administrative staff, interns or temporary employees as assigned.

B. ORGANIZATIONAL RELATIONSHIPS

- Frequent contact with Executive Director, Staff Directors, and other DAA personnel
- Occasional contact with Duluth Airport Authority members

C. EXTERNAL

- Frequent contact with Federal and state employees
- Frequent contact with engineer and design firms, contractors, etc.
- Occasional contact with auditors
- Occasional contact with public officials and government officials
- Occasional contact with airport customers, vendors, and tenants

MINIMUM JOB REQUIREMENTS:

A. EXPERIENCE AND EDUCATION

- A four-year bachelor's degree in accounting with two years of accounting experience.
- Examples of equivalency include a 2-year associate degree in accounting with 4 years of experience

- Prior experience in governmental accounting preferred
- 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 and other programs as needed.
 - 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 REQUIREMENTS:

- Knowledge of FAA and MNDOT functions and interaction
- Knowledge of aviation terminology
- Government accounting practices
- Experience using NetSuite Oracle
- Knowledge of labor relations and the collective bargaining process.
- Knowledge of industry accepted human resources practices

EQUAL OPPORTUNITY POLICY:

It is the responsibility of every employee to perform in a manner consistent with the policy of the Duluth Airport Authority to provide equal employment opportunity to all persons. This policy prohibits discrimination in all aspects of Duluth Airport Authority policies, programs, practices, and operations.

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.

Confidential Accountant

DAA Executive Director