

**ST. JOSEPH COUNTY AIRPORT AUTHORITY
SOUTH BEND REGIONAL AIRPORT
POSITION DESCRIPTION**

POSITION: Accounting Purchasing Assistant

FLSA STATUS: Non-exempt

REPORTS TO: Director of Administration and Finance

HOURS OF WORK: Monday-Friday 8am-4:30pm, but may vary depending on departmental needs

SUMMARY: Assist Accounting Department with the processing and auditing of Accounts Receivable and Accounts Payable, data entry, record keeping, and filing.

QUALIFICATIONS:

Education: Associate Degree in Business or Accounting, or equivalent specialized training in bookkeeping, office management, and computer software including database management programs and spreadsheets.

Experience: Three (3) years experience in a responsible position requiring database management, data entry, record keeping, balancing cash receipts, and preparation of deposits.

Licenses: Maintain valid driver's license

Other: Knowledge of Microsoft Office Suite, including spreadsheet and database programs required. Should have knowledge of problem solving techniques, the ability to make decisions based on sound judgment, to organize and prioritize, to maintain confidentiality, to maintain accurate and complete records, and to adhere to schedules and meet deadlines. Must be able to establish and maintain effective working relationships with others, be able to listen and communicate effectively both verbally and in writing, and to interact with a variety of personalities.

PRIMARY DUTIES & RESPONSIBILITIES:

- Receive and audit monthly statistical reports, process invoice billings to tenants, airlines, freight carriers, and then file invoices.

- Review Accounts Receivable (A/R) monthly and generate follow-up notices for payment. Apply A/R invoices to credit memos and maintain A/R files.
- Print Purchase Orders and process for payment, run checks, and prepare schedule of claims and other reports as needed.
- Receive all invoices and match with Purchase Orders.
- Review all payroll calculations; input data and process payroll and withholding checks for payment.
- Prepare and post bank deposits
- Maintain subscription and custodial contract files.
- Initiate scheduled and miscellaneous billings.
- Generate credit memos and post to general ledger system.
- Maintain records and reconcile petty cash account as needed.
- Documenting and monitoring on internal controls and assist in strategy creation to ensure processes are compliant with internal controls.
- Preparation and assisting with periodic and annual financial audits

SECONDARY DUTIES & RESPONSIBILITIES:

- Attend internal and external committee and management staff meetings as needed.
- Represent the Airport Authority in a professional manner.
- Perform other related duties as assigned by the Manager of Accounting, the Director of Administration and Finance, or the Executive Director.

Record Management:

- Coordinate the maintenance and purging of files in accordance with all local, state and federal guidance.

Special Projects as assigned:

- Customer service team as Dedicated Customer Care Specialists.
- Maintain knowledge of GFOA and SBOA directives and changes

- Maintain knowledge associated with federal, state and local requirements that are pertinent to the position.

Perform any other duties as may be assigned to ensure the safe and efficient operation of the airport.

PHYSICAL REQUIREMENTS:

- Work is frequently performed in a standard office environment as well as occasional periods of time outdoors.
- Exposure to dust, grease, excessive noise or vibration, noxious gas or fumes and/or extreme outdoor weather conditions may be occasionally expected.
- Ability to push, pull, lift and carry up to 50 pounds.
- Position requires frequent reaching with hands and arms, standing, and walking.
- Ability to occasionally climb, kneel, crouch, bend, and crawl are required.
- Ability to sit for constant periods of time.
- Vision abilities required include close, distant, color peripheral, depth and the ability to adjust focus.
- Work performed requires the ability to speak and hear.
- Position is required to occasionally drive Authority vehicles on Airport grounds and public highways.

Key:

Constant Physical Requirement: 67% or more of the day

Frequent Physical Requirement: 33-66% of the day

Occasional Physical Requirement: 0-32% of the day