

Company Profile:

Santa Maria Public Airport District (hereafter the "District").

Job Summary:

Under the direction of the General Manager, the Finance & Administration Manager oversees the administrative and accounting personnel and performs related duties, in addition to proficiency with technical, accounting and auditing capabilities, including the preparation and maintenance of accounting records and reports, analysis of accounting systems, internal auditing, preparation of special reports and other related duties as assigned. The Finance & Administration Manager will act on behalf of the General Manager in his absence and attend all regular, adjourned and special meetings of the Board of Directors.

Duties/Responsibilities:**Administration:**

Prepare a wide variety of reports, cost estimates, feasibility studies, illustrations, tables, newsletters, and presentations used in explaining airport issues and making recommendations;
Prepare and process applications for state and federal grants; assist in monitoring and reporting progress of construction contracts.

Community Liaison:

When authorized and directed, represent staff at special airport events, community functions, or other public agency and organization meetings.

Financial:

Plan, perform and organize daily activities involving general accounting functions, including payroll, AP, AR, GL, bank account reconciliation;
Maintain records and prepare financial reports, including closing entries, while ensuring appropriate format to meet State and Federal Aviation Administration standards;
Analyze and develop changes in procedures for greater efficiency;
Assist with independent auditors at year-end audit;
Complete special financial or statistical research and analysis;
Monitor grants; prepare various required government reports;
Monitor miscellaneous revenue programs for accuracy of revenues reported;
Assists in the preparation and monitoring of the annual budget;
Assume responsibility for the investing revenue in compliance with investment policy of the District;
Other required duties and special projects, as assigned.

Personnel:

Supervise administrative and accounting personnel; assist in all aspects of personnel benefits administration, recruiting, onboarding, training, mentoring, performance evaluation and disciplinary actions.

Qualifications:

Bachelor's Degree in Accounting, Business Administration or similar discipline;
At least 4 years of relevant experience in a similar role;
Experience with GAAP standards, general accounting and auditing principles;

Previous experience within a local government, or public accounting environment, preferred;
Proficiency in budgeting, financial reporting, statistical research and analysis related to accounting/finance;
Ability to explain accounting procedures to regulatory agencies, auditors and staff;
Proficiency in the MS Office suite of products, (Excel in creating spreadsheets, Word, Outlook, PowerPoint Adobe, etc.), with the ability to learn new software applications easily;
Ability to maintain rigid quality standards and a high level of accuracy;
Serve as a reference for the public; establish and maintain effective relationships with external contacts in the course of the District's work;
Astute oral and written communication and interpersonal skills;
Proven ability to lead and develop teams;
Exceptional organizational, analytical, time management, problem-solving, multi-tasking, attention to detail and follow-through skills.

Working Hours:

8:00AM – 5:00 PM Monday – Friday

Compensation:

\$97,812 - \$118,896 annual base salary range, (\$8,151 - \$9,908 monthly), DOE, for this full-time, exempt position.

Benefits:

Retirement program with the California Public Employees' Retirement System (CalPERS);
Medical, dental, vision, worker's compensation, life, short-term/long-term disability premiums paid 100% for employee;
Paid sick leave accrued at the rate of 1 day per month from start date;
Paid vacation accrued at start date of 80 hours annually during years 1 – 3 and then increasing to 20 days after 13 years of service;
Eligibility for participation (not required) in the District's deferred compensation plan and in its Section 125, Internal Revenue Code, flex plan;
Performance evaluation annually, with eligibility for base salary adjustments.

Location:

Santa Maria, CA – On-Site Position