

Bloomington Normal Airport Authority

Job Description

ACCOUNTANT

Reports to: Chief Financial Officer

FSLA Status: Exempt

Salary Range: \$45,532 - \$68,298

Summary: Under the supervision of the Chief Financial Officer (CFO), this position is responsible for all aspects of the day-to-day accounting for the Authority. Areas of responsibility include: accounts receivable, accounts payable, general ledger maintenance, and payroll, along with monthly and quarterly reporting.

Essential Functions:

Accounts receivable:

- Determine amounts to be invoiced and prepare monthly billings in the accounting software. Prepare and mail monthly invoices and statements.
- Process ACH batches for monthly hangar rent.
- Respond to customer questions concerning accounts receivable.
- Enter cash receipts in the accounting software.
- Produce monthly accounts receivable aging reports.
- Maintain customer accounts (new accounts, address, phone, etc.) in accounting software.

Accounts payable:

- Process all vendor invoices in the accounting software, ensuring proper approvals and account coding.
- Prepare accounts payable checks for signature by the CFO. Match checks and invoices. Prepare checks for mailing once signed.
- Respond to inquiries from vendors and reconcile monthly vendor statements to invoices processed.
- Assist CFO with bank transfers and wires for items such as debt service and PFC transfers.
- Produce monthly accounts payable open invoice reports.
- Maintain vendor accounts (new vendors, address, etc.) in accounting software.
- Prepare 1099's.

Payroll

- Handle all aspects of processing bi-weekly payroll for approximately 30 employees, including one union group.
- Manually calculate timecards for hourly employees, including overtime, shift differentials, holiday pay, etc.
- Maintain deduction and benefit codes within the accounting system and include in payroll processing.

- Maintain records for paid time off and related accruals for vacation, sick and personal time.
- Prepare biweekly payroll checks and direct deposit file using a combination of spreadsheets and the accounting software.
- Prepare journal entries and bank transfers related to the payroll.
- Make required payroll tax deposits, and prepare necessary reports and checks for other withholdings and benefits such as union dues and IMRF.
- Complete monthly/quarterly filings for payroll taxes and unemployment.
- Complete W-2's and all related reconciliation of calendar year payroll.

General Accounting

- Prepare general ledger entries for monthly items such as depreciation and prepaid insurance. Prepare additional general ledger entries as needed.
- Input journal entries prepared by CFO.
- Prepare monthly bank reconciliations.
- Track and report on PFC revenues
- Prepare monthly financial reports using report writer software for review by CFO and inclusion in the monthly Board packet.
- Assist with preparation of various schedules for the annual audit.
- Assist CFO with preparation of the budget. Entry and maintenance of budget amounts in the accounting software.
- Assist CFO with maintenance of capital asset records.
- Work with third party vendor to maintain accounting software, troubleshoot errors, and complete updates and upgrades.

Administrative

- Assist with answering main phone line and serving walk-ins along with other general office duties.
- Maintain organized files related to all areas noted above. Rotate files and prepare older files for moving to archives.

Skills & Knowledge Required

- Four year degree in Accounting or an equivalent combination of education and experience.
- Minimum 2 years of experience working in an accounting or finance department with exposure to the above areas.
- Proficiency with Microsoft Office products including Outlook, Word and Excel. Ability to use complex formulas in Excel and “audit” formulas for errors.
- Attention to detail and strong organizational skills.
- Ability to work with other staff, vendors, customers and the public and deliver a high level of customer service.
- Knowledge of general accounting practices and controls.

Knowledge or Experience in the following areas is a plus:

- Governmental accounting and fund accounting
- Microsoft Dynamics GP accounting software