

Titusville-Cocoa Airport Authority
355 Golden Knights Blvd
Titusville, FL 32780
Website: www.flairport.com



IMMEDIATE OPENING for Finance & Grant Administration

The position of **Finance & Grant Administration** is a full-time, highly skilled position with the Titusville-Cocoa Airport Authority. Compensation is commensurate with education and experience within the range of \$41,600.00 - \$75,000.00.

Typical duties include, but are not limited to:

- Accounts Payable
- Accounts Receivable
- Payroll
- FRS and Retirement Coordination
- Employee Benefits Coordination
- Human Resources to include Employee Relations, Recruiting, Investigations
- Budget Preparation
- Grant Accounting, overall Administration and Assurances
- Commercial Lease Management and Accounting
- Purchasing
- DBE Documentation
- Airport Insurance and Risk Analysis
- Disaster Claims and Recovery Programs
- Inventory/Property Book Custodian
- Records Retention Coordination

Knowledge, Skills, and Abilities:

Considerable knowledge of finance department policies, procedures and practices. Knowledge of municipal accounting operations, principles and practices, budget and state and federal tax reports. Knowledge of legal guidelines and local government accounting code. Must have ability to process a large volume of fiscal transactions rapidly and accurately. Must have the ability to understand and follow complex oral and written instructions; ability to establish and maintain working relationships. Ability to analyze financial records, identify errors and take corrective action; ability to exercise independent judgment within policy guidelines. Work is performed under limited supervision, and is reviewed through conferences, reports, and audits.

Education and Experience:

Bachelor's degree supplemented by accounting or finance experience, CPA preferred. Minimum 36 months of work history demonstrating knowledge of grant funding, grant assurances, applications, accounting responsibilities and guidelines. Previous airport and/or AIP experience preferred.

Must be knowledgeable with JACIP, Delphi, Sage accounting software, Microsoft Office Suite, and be able to prepare minor to complex spreadsheets and databases. EEOC Veterans' Preference

We hope to hear from you soon!

****Best method to apply: careers@flairport.com ****