



**GREAT FALLS INTERNATIONAL AIRPORT AUTHORITY**  
**2800 Terminal Drive, Great Falls, MT 59404**

***AIRPORT ACCOUNTANT***  
***JOB DESCRIPTION***

**POSITION TITLE:** Airport Accountant

**REPORTS TO:** Airport Assistant Director-Administration

**DATE:** July 27, 2021

**PURPOSE:** The **Airport Accountant** position is responsible for all the accounting, financing and investment responsibilities for the Great Falls International Airport Authority.

**JOB SPECIFICATION:**

**Skills and knowledge in the following area:**

- Generally Accepted Accounting Procedures
- Computer Skills
- Government Accounting
- Federal Grant Administration
- Presentation Skills
- Ability to work both independently and collaboratively as a team member

**Education/Certification:**

- A BS degree in Accounting or a related field.
- Previous experience in public sector accounting is helpful.
- CPA preferred but not required. (Montana)

**Experience:**

- Five to ten years progressive accounting experience.

## **JOB RESPONSIBILITIES:**

**This position is responsible for the following assigned responsibilities. This is a general description of the duties and is not an exhaustive list of all assignments. The following are essential functions of the job.**

Responsible for and oversees all the Accounting functions performed at the Airport which includes but not limited to the following:

- Accounts Receivable and Billing
- Accounts Payable
- Lead Operating Budget Process
- Prepare Journal Entries and Perform Ledger Maintenance
- Coordinate Insurance
- Prepare Monthly and Annual Financial Reports
- Lead Annual Audit work with External Auditor
- Administer Grant Programs
- Oversee Investments and Cash Management
- Prepare Financial Analysis
- Manage Bank Reconciliation
- Administer Airport DBE Program
- Prepare Payroll and Reporting
- Fixed Asset Management
- Oversee Internal Control efforts
- Complete Annual Federal Single Audit

Provide financial information, analysis and interpretation for Senior Management and the Authority Board.

Provide back up for general office responsibilities, which include filing, answering phones and use of the radio transmitter.

Work in a manner that promotes a safe work environment free from accidents and injuries.

Other duties as assigned.

## **ADDITIONAL INFORMATION:**

- Exempt
- The annual audit results will be part of the employee's performance evaluation.

**Pay, Benefits and Additional Info:**

- Salaried position with pay range of \$50,000 to \$65,000 (negotiable depending on experience)
- 40 hours per week
- Excellent Health/Dental/Vision Coverage
- Public Employees Retirement System (PERS)
- Life Insurance
- HSA
- 15 days of paid vacation per year
- 12 days of paid sick leave per year to care for self and immediate family
- 10 paid holidays per year
- Position hours are generally Monday-Friday, 8:00 AM to 4:30 PM (30-minute lunch break).
- Position open until filled.

Please check our listing on Indeed, email [lara@flygtf.com](mailto:lara@flygtf.com), or call 406-727-3404, ext. 432 for more information.