



## **CHICAGO EXECUTIVE AIRPORT Job Advertisement - Property Accountant**

### **Employer Description:**

Chicago Executive Airport (KPWK) is a general aviation/business aviation airport 20 miles northwest of Chicago's Loop and 7 miles north of O'Hare International Airport. CEA is owned jointly by the Village of Wheeling and City of Prospect Heights, Illinois. CEA is an air traffic reliever airport for O'Hare with 100K annual operations generating \$441M in economic activity for the region. The airport employs 14 FTE employees. Aviation businesses employ approximately 600 employees as part of 2,100 jobs total generated by the airport's economic impact. In addition to three Fixed-Base Operators, the airport is home to many corporate flight departments, private charter services, airplane sales and service, individual airplane owners/pilots and flight schools.

### **Duties and responsibilities:**

Works closely with the Director of Finance to manage accounting operations in a fast-paced environment. Maintain key Airport files and records. Position will be the primary contact for all permits including- t-hangar, tiedown, and commercial operating permits. Position will include cross-training to support the Administrative Manager and Administrative Assistant:

Perform general accounting activities and ensure that transactions are accurately recorded in the proper accounts on a timely basis. Record journal entries.

Process Accounts Payable invoices, checks, credit card, and ACH transactions.

Help prepare necessary documentation for the approval and payment of accounts payable

Manage all areas of Airport tenant permits/leases, including security deposits, vacancy control, wait list, insurance certificates, deposits/cash application, and tenant databases.

Monitor delinquent accounts receivables and assess late charges.

Work with US Customs personnel; oversee invoicing of Customs charges.

Manage Commercial Operating (COP) and miscellaneous permits.

Work to ensure all business on the airfield have a COP.

Assist in the preparation of the monthly and annual financial reports and the budget.

Assist with audit schedule preparation for the CAFR.

Maintain lists and distribute gate codes, gate access controls, and vehicle permits.

Perform projects and analysis, as needed.

Maintain an orderly filing system for all financial documents.

Fill in for front desk personnel as needed.

Perform all other duties as assigned.

**Qualifications Desired:**

Two-year degree in accounting. Additional education and training is an asset.

Three years of accounting experience, preferably in a small office environment.

Municipal experience and/or familiarity with Aviation is helpful.

Experience with Microsoft Office programs, Word, Excel, PowerPoint, and Outlook.

Familiarity with Yardi accounting software desirable.

Excellent verbal and written communication skills adequate to establish and maintain effective working relationships with all Airport staff, Airport tenants and the public.

Ability to complete tasks without direct supervision and within deadlines.

Ability to keep records and files confidential.

Exceptional organizational skills necessary.

A full job description is at [www.chiexec.com](http://www.chiexec.com).

**Job Location and Working Hours**

The Administrative Manager is expected to work at the airport headquarters at 1020 Plant Road, Wheeling, IL during normal business hours – 8:00 am to 4:30pm, Monday through Friday. Attendance is necessary at the monthly Airport Board meeting, usually the third Wednesday evening of every month. There are scheduled events that would require national travel on weekdays. The incumbent would also be responsible for responding to weather and operational emergencies requiring work after-hours and on weekends as necessary.

**Salary and Benefits**

Salary is DOQ with a generous benefits package.

**Application Information**

For immediate consideration, please submit a resume and cover letter to [admin@chiexec.com](mailto:admin@chiexec.com).

An application must be submitted prior to employment and can be downloaded [here](#).

Position open until filled.