

Job Description

Chicago Executive Airport

Position: Property Accountant

Reporting Relationship: Director of Finance

Date Approved: August 2022

Job Summary

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 Assistant and the Administrative Manager.

Duties/Responsibilities

1. Perform general accounting activities and ensure that transactions are accurately recorded in the proper accounts on a timely basis. Record journal entries.
2. Process Accounts Payable invoices, checks, credit card, and ACH transactions.
3. Help prepare necessary documentation for the approval and payment of accounts payable
4. Manage all areas of Airport tenant permits/leases, including security deposits, vacancy control, wait list, insurance certificates, deposits/cash application, and tenant databases.
5. Monitor delinquent accounts receivables and assess late charges.
6. Work with US Customs personnel; oversee invoicing of Customs charges.
7. Manage Commercial Operating (COP) and miscellaneous permits.
8. Work to ensure all business on the airfield have a COP.
9. Assist in the preparation of the monthly and annual financial reports and the budget.
10. Assist with audit schedule preparation for the CAFR.
11. Maintain lists and distribute gate codes, gate access controls, and vehicle permits.
12. Perform projects and analysis, as needed.
13. Maintain an orderly filing system for all financial documents.
14. Fill in for front desk personnel as needed.
15. Perform all other duties as assigned.

Requirements/Qualifications

1. Two-year degree in accounting. Additional education and training is an asset.
2. Three years of accounting experience, preferably in a small office environment.
3. Municipal experience a definite plus.
4. Experience with Microsoft Office programs, Word, Excel, PowerPoint, and Outlook.
5. Familiarity with Yardi accounting software desirable.

6. Ability to establish and maintain effective working relationships with all Airport staff, Airport tenants and the public.
7. Excellent verbal and written communication skills.
8. Ability to complete tasks without direct supervision and within deadlines.
9. Ability to keep records and files confidential.
10. Exceptional organizational skills necessary.

Employee	Date
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Executive Director	Date
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