

## **The Norfolk Airport Authority Invites Applications For Director of Finance**

The Norfolk Airport Authority is seeking a Director of Finance to direct the financial and accounting activities of the Authority. Work involves the control of proposed expenditures, the custody of funds, budget preparation, accounting for funds, and cash management.

The Norfolk Airport Authority is governed by a nine-member Board of Commissioners appointed by Norfolk City Council. The mission of the Authority is to manage the operation, maintenance, development, and marketing of Norfolk International Airport (ORF) to serve the air transportation needs of southeast Virginia and northeast North Carolina.

### **The Director of Finance:**

- Supervises a staff of professional and clerical employees
- Advises management on financial matters
- Reviews checks for procedural compliance; assure sufficient cash balances; sign checks
- Manages cash; hold minimum cash on hand; seek to increase interest income by investing excess cash
- Supervise preparation and review reports, statements, journals and ledgers prepared by staff
- Assume responsibility for the identification and implementation of Electronic Data Processing (EDP) systems, design, analyze programming and operation
- Coordinate annual external audit with CPA firm
- Maintain fixed assets and capital project records
- Supervise accounts receivable, payable functions and internal audit functions
- Coordinate acquisition of office equipment and supplies
- Prepare and review monthly and annual financial and statistical reports
- Prepare passenger facility charges and grant reimbursement requests
- Coordinate, implement and monitor budget functions

### **Position Qualifications**

Graduation from an accredited four-year college or university with major course work in accounting; experience as a principal accountant or controller in a moderate-sized corporation or governmental jurisdiction; or any equivalent combination of education and experience. Master's Degree or Certified Public Accountant with five (5) years finance management experience at a small or medium hub airport preferred.

### **Salary & Benefits**

The salary range for this position is \$130,000 to \$140,000 with an attractive benefits package including generous leave policy, health coverage, life insurance and membership in the Virginia Retirement System. For instructions on how to apply, please [click here](#) to see the recruitment brochure, or visit the searches tab at [www.adkexecutivesearch.com](http://www.adkexecutivesearch.com).

**Filing Deadline: December 29, 2017**