



The Grand Junction Regional Airport Authority is soliciting applications for the Director of Finance position. This solicitation will remain open for two (2) weeks. Please e-mail your application, cover letter, resume, and three (3) professional references to HR@gjairport.com.

Come join the fun in Grand Junction!

- ➔ Live and work where you can play! Colorado's Grand Valley is home to 10,000 miles of mountain biking trails, the Colorado River, Colorado National Monument, and Colorado's wine country
- ➔ That's not enough? Within a two-hour drive of Moab, Aspen, Telluride, and Vail
- ➔ GJT is a world-class airport, with the [best on-time performance in the continental US](#) and home of [the best MRO for five-years running](#)
- ➔ We're not done – we have an ambitious capital plan, including a new 2-mile-long runway project that's already underway!
- ➔ Still not convinced? With an unemployment rate of 2.9%, median home price of \$231,000, thriving Colorado Mesa University, and [more and more businesses relocating to Grand Junction](#) because of the quality of life, you don't have to take our word for it – people are here to LIVE GRAND



Grand Junction Regional Airport

POSITION DESCRIPTION

POSITION TITLE: Director of Finance
DEPARTMENT: Finance
FLSA STATUS: Exempt
SALARY RANGE: \$105,000 - \$140,000 / Annually

INTRODUCTION

The Director of Finance directs and manages all finance policies and activities of the Grand Junction Regional Airport Authority, the fourth busiest airport in Colorado. The airport provides nonstop service to Denver, Salt Lake City, Dallas/Fort Worth, Phoenix, Las Vegas, and Los Angeles, serving nearly 500,000 passengers annually with an annual operating budget of \$7.5M and CIP in excess of \$10M annually. Functional areas of responsibility include: accounting, financial planning and analysis, and risk management. The Director of Finance is one of five members of the senior leadership team, a team who is expected to serve with a great attitude and strong work ethic the Grand Junction community and all who travel here. That service starts with making Grand Junction Regional Airport a place where employees can do the best work of their careers. In addition to the more technical job functions described within, the Director of Finance is expected to demonstrate strong leadership skills, including a positive attitude, a relentless focus on serving others, and the ability to lead and work within teams.

ESSENTIAL JOB FUNCTIONS

To be able to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Essential functions of the job can be broadly categorized as follows:

- Serve as the Airport's Chief Financial Officer
- Perform other duties as needed

EXAMPLES OF WORK PERFORMED

The tasks listed below are representative of the knowledge, skill and/or abilities required to perform the essential functions listed above:

SERVE AS THE AIRPORT'S CHIEF FINANCIAL OFFICER

- Responsible for the overall direction and administration of all aspects of the financial management program, including, but not limited to budget preparation, regulatory compliance, and financial analysis
- Develop and manage the Airport's short- and long-term financial plans, goals, and objectives, and ensure they align with the operating and capital improvement plans
- Manage all activities associated with accounts receivable, accounts payable, and payroll
- Function as the Treasurer for the Airport Authority Board
- Develop and maintain the Airport's accounting system, including capital funds, and allocating funds to meet contract, grant, and bond service schedules
- Manage airline rates and charges
- Act as a liaison with external agencies with regard to financial matters

- Oversee the annual financial audit performed by independent auditors
- Monitor, track, and report the financial health of the Airport regularly to the Executive Director, Airport Authority Board, and Finance Subcommittee
- Provide subject matter expertise on financial matters within the airport leadership team
- Identify and pursue new revenue generating opportunities
- Responsible for all facets of the Airport's risk management program
- Establish and review performance standards, set individual goals and objectives, and measure individual performance within the department
- Coach and develop employees within the department

LEAD THE FINANCE TEAM

- Develop and instill the department's vision, goals, and objectives within the department and senior leadership teams

REQUIREMENTS

EDUCATION/EXPERIENCE: Bachelor's degree from an accredited college or university in accounting, finance, business administration, or a related field with at least seven years of increasingly responsible experience in business management, finance, public administration, or airport management is required. Master's in Public Administration or Business Administration preferred. Competency in SAGE Intacct Accounting Software is preferred. Must have at least two years of management and supervisory experience. Position also requires computer operations experience, including strong working knowledge of Microsoft products: email, word processing and spreadsheet applications.

CERTIFICATES/LICENSES: A valid driver's license is required at the time of application. , Certifications including Certified Public Accountant and/or Certified Government Financial Manager are desirable.

DRUG/ALCOHOL TESTING: Candidate must pass a pre-hire drug screen and random alcohol and drug testing.

BACKGROUND CHECK: Employment with the Airport is contingent upon an education/experience background investigation, a fingerprint-based criminal history record check processed by the FBI, Department of Homeland Security background investigation and upon the ability to be granted a security badge as mandated by the Transportation Security Administration.

ADDITIONAL DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Substantial working knowledge of management, accounting, budgeting theories and principals and techniques.
- Ability to analyze accounts, interpret the economic and statistical significance and interrelationships of financial data and prepare sound financial management recommendations to executive director and Airport Authority Board.
- Ability to establish, maintain and foster effective working relationships.
- Substantial knowledge of general accounting theory, principals, and practices, including financial statement preparation and methods of financial control and reporting in accordance with Generally Accepted Accounting Procedures (GAAP), Governmental Accounting Standards Board (GASB) and Financial Standards Board (FASB) rulings and pronouncements.

- Knowledge of FAA and state rules, regulations, and laws regarding airport operations, maintenance and financial management.
- Knowledge of investment fund management and airport debt administration.
- Knowledge of equity and debt investment processes.
- Knowledge of finance and investment concepts and cash management.
- Knowledge of real estate acquisition and real property management.
- Skill to mandate or recommend appropriate corrective actions to remedy discrepancies and in resolving operational, technical and public relation problems.
- Ability to provide financial information quickly and skill to prepare routine, recurring and special reports for management in a timely and accurate manner.
- Ability to prepare accurate, complete, and concise financial reports, budgets, and statements.
- Ability to effectively instruct, supervise, and evaluate subordinate employees.
- Strong ability to communicate including the ability to articulate complex financial information in a manner that is clear, concise, accurate and professional.
- Ability to use a computer for the majority of the workday; to read and write.

SUPERVISORY RESPONSIBILITIES:

This position is a supervisory position. Employee will direct, guide, develop, evaluate, and manage their employees.

PHYSICAL DEMANDS:

The physical demands represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and energy sufficient to maintain an active work schedule; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; walking, kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting objects up to 20 pounds.

TOOLS AND EQUIPMENT USED:

Including but not limited to; computer, printer, telephone, copy machine. This position requires use of Airport vehicles.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, in high and precarious places and exposed to outside weather conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

The noise level in the work environment is usually moderate, except during certain maintenance duties when noise levels may be loud.

Employees in this position are required to work in areas or around equipment which may meet or exceed the OSHA Hearing Conservation sound level.

This position may require work on weekends and holidays and some travel.

EQUAL EMPLOYMENT OPPORTUNITY:

The Grand Junction Regional Airport Authority prohibits unlawful discrimination and harassment against employees or job applicants on the basis of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, health conditions related to pregnancy or the physical recovery from childbirth, military status, genetic information, or any other protected status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to recruitment, hiring, upgrading, promotion, demotion, layoff, or termination.

DISCLAIMER:

This job description is not necessarily an exhaustive list of all the functions, requirements, responsibilities, and demands associated with the position. While this description is intended to cover the most significant essential and auxiliary duties, the Authority reserves the right to revise the job or require that other or different tasks be performed as assigned.

This job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer at any time. Employment with the Grand Junction Regional Airport Authority is at-will.

Grand Junction Regional Airport Employment Application



APPLICANT INFORMATION			
Last Name	M.I.	First Name	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Desired Salary		
Position Applied for			
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			

AVAILABILITY									
		S	M	T	W	T	F	S	
HOURS	FROM								Total hours available per week _____
AVAILABLE	TO								Date available to start work _____

EDUCATION				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()

Posted August 14, 2018

Address

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

Submit

Posted August 14, 2018