

**Metropolitan Knoxville Airport Authority
Position Description**

Assistant Controller

Status	Position	Date
E - 11	Assistant Controller	October 2020
Department	Manager/Supervisor	
Finance	Controller	

General Description of Major Tasks of Position

Responsible for Assisting the Controller in maintaining and administering the accounting systems for the preparation of financial reporting for management and the Board of Commissioners. Assisting the accounting staff as needed. Working with highly confidential Airport Authority financial information.

Tasks of Position Representative activities as Duties and Responsibilities

Responsible for Maintaining Airport Authority accounting records. [Essential] [70-80%]

Responsible for managing operational data and ensuring data integrity and accuracy by maintaining computerized general accounting system and Airport Authority accounting records in accordance with Generally Accepted Accounting Principles. Assist in the month-end closing and financial reporting process, including account analysis, reconciliation and journal entry. Ability to perform duties using Microsoft Office applications, including word and excel. Monitor bank activity and parking activity. Maintain the fixed asset software system, post monthly depreciation and perform an annual fixed asset inventory observation. Assist with invoice and check approval on a weekly basis. Reconcile Downtown Knoxville Airport Total FBO System monthly and post activity to the general ledger. Prepare sales tax returns. Oversee and monitor merchant card accounts. Assist the Controller in the development of operational procedures and documentation of data flow and development of system controls to ensure data integrity. Perform tasks as back-up for Payroll, Accounts Payable or Accounts Receivable functions. Assist with special projects as necessary.

Assists Controller with accounting related activities as needed. [10-20%]

Performs other activities as may be requested or required. [5-10%]

Metropolitan Knoxville Airport Authority

Assistant Controller

Minimum Educational and Work Qualifications

B.S. degree in Accounting or equivalent plus three to five years professional practice experience in a business accounting or auditing field is necessary. CPA, CMA or CIA preferred. Must have excellent written and verbal communication skills. Requires computer literacy and ability to use office equipment.

Environmental and Working Conditions

Job is performed in a well-lighted, well-vented, modern office setting. Job requires constant sitting tolerance with occasional bending, twisting, stooping and lifting of up to 10 pounds. Must be able to move from one work location to another. Occasional overhead reach is necessary. Frequent exposure to a computer display terminal and use of a key calculator.

Signature of Employee

Signature of Manager

Key Performance Variables and Factors

1. **Achievement Orientation** - Personal efforts toward accomplishment of individual and business unit goals and customer service. Degree to which incumbent seeks additional responsibility and personal growth, establishes own standards of excellence, presents a results orientation, and displays a sense of responsibility.
2. **Job Knowledge** - Understanding of job-related requirements, techniques, methods and procedures. Degree to which incumbent demonstrates training and experience. Extent to which employee improves skills by keeping abreast of changes in techniques and related developments.
3. **Productivity** - Personal efforts toward quality and quantity of work performed. Consider the amount of work, accuracy of results, thoroughness, use of time, amount of supervision required, errors, and completeness.
4. **Attendance** - Evaluate availability for work. Degree to which employee displays responsibility to be at work as scheduled. Evaluate causes of absences as well as frequency and severity.
5. **Communication/Interaction Skills** - Ability to communicate effectively with others as required and the quality of day to day communication interaction required with other employees and customers.
6. **Safety Commitment** - Extent to which employee works safely and observes safety rules, regulations and practices, and shows interest and concern for Airport Authority's commitment to a safe and clean working environment for all employees.
7. **Quality Commitment** - Extent to which an employee is committed to pursuit of excellence in all aspects of position responsibilities including: service and commitment to customers, support of Airport Authority's goals and customer service, objectives, policies, procedures, practices, and training.
8. **Teamwork** - Contribution and performance in team and/or committee situations. Contributions to innovation, creativity, communication, consensus building team derived solutions to continuing problem solving and improvement processes.