



Bishop International Airport • FNT

NOT THE ONLY WAY TO FLY. JUST A BETTER ONE.

The Airport

Bishop Airport is the third largest airport in the state of Michigan. Boasting premier airlines: Allegiant, American, Delta (temporarily suspended service), and United, our facility can get you almost anywhere in the world in 1 stop or less. As one of the jewels of Genesee County, you can be a part of the proud team of individuals taking this airport to the next level of achievement.

Airport Staff

The Bishop International Airport Authority has approximately 52 employees in the following departments: Airport Administration, Maintenance, and Public Safety. The airport administration currently has 3 employees working in accounting and finance positions. The Staff Accountant position is a new position created to combine with and expand the former position of Accounts Receivable Clerk III in the area of accounting and finance. This is an exempt, salaried position.

Desirable Qualities for Candidates

We are looking for a motivated individual to join our team who is curious with an eagerness to learn and adapt quickly to changes. This individual possesses excellent communication skills, an analytical and logical approach to problem solving with the ability to challenge oneself. A good work ethic is a must. The candidate must meet or exceed the minimum requirements that are included in the job description that follows.

Excellent Full-time benefits

- Annual, Sick and Personal PTO and paid holidays
- Employer Contribution to 401(a) Defined Contribution Plan
- Health, dental, vision and life insurance
- STD and LTD
- Employer Contribution to Retirement Health Savings Plan

Requirements and How to Apply

Employment is contingent on passing a physical and drug screen as well as a background check. In order to apply, send a resume, cover letter with salary requirements to either of the following:

Mail:

Dionne Griffin, CPA
Chief Financial Officer
Bishop International Airport Authority
3425 W Bristol Road
Flint, MI 48507

Email:

dgriffin@bishopairport.org

STAFF ACCOUNTANT

GENERAL STATEMENT OF DUTIES: Performs advanced accounting duties including preparation of monthly billing to entities doing business with the Airport; contributing to the month-end-close process and the year-end financial statement preparation; recording standard and recurring journal entries, bank reconciliations, and account analysis; Performance of ad hoc reporting and analysis of Airport financials as assigned.

SUPERVISION RECEIVED: Works under the direct supervision of the Chief Financial Officer, who assigns work and checks for overall standards of performance.

STATEMENT OF DUTIES:

1. Substantial responsibility over billing process for Airport Tenants; duties include:
 - a. Preparation of bills for all Airport tenants for monthly rent and for variable charges (e.g., landing fees, joint use, concessions)
 - b. Applying tenant payments and prepares adjustments to accruals
 - c. Assistance in collecting outstanding receivables and communicating with tenants
 - d. Preparation of leases for T-hangar tenants
 - e. Maintenance of lease documents and ensures all financial reporting obligations by tenants are received
2. Maintains Airline passenger and operational statistical data and files required monthly reporting to the State of Michigan Department of Transportation, Aeronautics
3. Prepares and records standard and recurring journal entries as part of month-end close process with clear, concise audit trail and backup documentation.
4. Prepares and records manual journal entries as required with clear, concise audit trail and backup documentation.
5. Performs monthly, quarterly, and annual passenger facility charge reconciliation
6. Performs monthly reconciliation of assigned bank statements with the general ledger
7. Assists the Finance & Accounting Manager with monthly and annual financial statement preparation including the preparation of the Comprehensive Annual Financial Report (CAFR)

8. Performs monthly account analysis as part of the month end closing process
9. Completes schedules and reconciliations of assigned balance sheet accounts on a monthly basis
10. Assists with preparing documentation for the annual financial statement audit
11. Assists with costing and financial analysis of changes in union contracts during negotiations
12. Performs ad hoc reporting and analysis upon request
13. As an essential member of BIAA's emergency response team, responds to airport incidents as requested.
14. Other duties as assigned

The class specification above is intended to be illustrative of the many duties that may be assigned to the Staff Accountant. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

PHYSICAL DEMANDS FOR POSITION:

Sedentary Work (See U.S. Department of Labor Guidelines)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Comprehensive working knowledge of principles, including GAAP and GASB, governing accounting transactions, and ability to apply these principles in keeping accounting records.
- Working familiarity with Enterprise Resource Planning software and/or general ledger software.
- Ability to perform tasks with a high degree of accuracy and attention to detail, under deadline pressure.
- Intermediate MS Excel skills required, with ability to leverage spreadsheet software to organize data and create reports; advanced experience preferred.
- Ability to think critically and make organizational and process recommendations.
- Ability to clearly communicate, verbally and in writing, with minimal error.

- Ability to research, analyze, interpret and audit financial and budgetary data.
- Ability to prepare analytical reports and studies, using applicable statistical and mathematical analysis.
- Ability to initiate and organize responsibilities, and to take independent action on work problems requiring immediate solutions, including notification to supervisor if necessary.
- Ability to understand and follow oral and written directions.
- Ability to interact with the public, coworkers, and other stakeholders with tact and courtesy, developing positive and effective professional relationships.
- Ability to maintain confidentiality regarding sensitive data and information.
- Willingness to continually learn, engage in training, and keep up to date on developments in the practice of accounting.

MINIMUM QUALIFICATIONS (in addition to above):

- Bachelor's degree from an accredited college or university with a major in accounting, two years of public accounting experience (audit and governmental accounting preferred) or four years of professional level accounting or fiscal administration experience within an Enterprise Resource Planning software environment.
- A combination of education and additional years of comparable experience sufficient to demonstrate the ability to meet the demands of the position may be substituted for the above position requirements.
- Valid Michigan driver's license.
- Completion of the National Incident Management System (NIMS) 100, 200, 700, 800 course requirements and certification within the first year of employment.
- Must obtain and maintain access to the Security Identification Display Area (SIDA) of Airport property.