



TAA HUMAN RESOURCES DEPARTMENT JOB ANNOUNCEMENT

Senior Director of Finance

About the Senior Director of Finance

The Tucson Airport Authority (TAA) is looking for a Senior Director of Finance, who under the guidance and executive leadership of the Vice President of Administration and Finance/CFO, is responsible for all affairs and operations of the Finance Department.

Job Requirements

A Bachelor's Degree in finance, accounting, business or a closely related field, MBA and/or CPA is preferred. A minimum of five years of stable, progressively responsible management and high level supervisory experience is required. Experience at a commercial service airport is preferred. Knowledge and experience overseeing integrated ERP and accounting systems required, Oracle experience preferred. A.A.E. or C.M. accreditation from the American Association of Airport Executives is desired.

Salary

Annual starting rate: \$92,971.15 - \$120,868.80, depending on qualifications. The top of the range is reserved for ideal candidates who closely match TAA's business needs.

Join the TAA Team!

TAA provides a pension through the Arizona State Retirement System, choice of 3 Deferred Compensation Programs, Paid Vacation, Paid Sick Leave, 10 Paid Holidays choice of 3 Medical Plans, choice of 2 Dental Plans, Vision Insurance, TAA Paid Life/AD&D Insurance, TAA Paid Short-Term Disability Insurance and Employee Paid Supplemental Life Insurance.

About the Tucson Airport Authority

The Tucson Airport Authority (TAA) is a unique nonprofit organization developed by business leaders, and created through Arizona state charter in 1948. It is certified to operate an airport system that consists of Tucson International Airport (TUS) and Ryan Airfield (RYN). In addition to serving general aviation and military users, TUS serves the commercial passenger and air cargo needs of metro Tucson, southern Arizona and northern Sonora, Mexico. RYN serves a general aviation reliever airport for TUS and is popular amongst transient pilots for recreational use.

Mission Statement: Promote aviation and foster economic development by strategically planning, developing and operating the most effective and efficient airport system in Southern Arizona.

The Airport System

Tucson International Airport (TUS) is a commercial service international airport serving air carrier, cargo, military users and general aviation operators. TUS serves over 3.5 million passengers annually. TUS, is about 8 miles south of the city's central business district, encompasses about 8,400 acres. The airport campus includes 130 building with nearly 2.5 million square feet of space, and about 60 tenants.

Ryan Airfield (RYN), is a general aviation reliever airport serving general aviation and military users. RYN is located about 12 miles west of Tucson, covers 1,800 acres and accommodates 30 tenants providing a wide variety of services for general aviation and military users.

How to Apply

Please visit the TAA website at www.flytucson.com to complete the online application. Questions regarding this position or the hiring process should be directed to Sharon Sutton in the Human Resources Department at 520-573-4882 or email at ssutton@flytucson.com.

Title: Senior Director of Finance

Reports To: Vice President of Administration and Finance/CFO

FLSA Code: Exempt

Grade: TBD

Approved: RJB 3/26/19

Approved: ARV 3/26/19

Distinguishing Characteristics:

Under the general guidance and executive leadership of the Vice President, Administration and Finance/CFO, is responsible for all affairs and operations of the Finance Department.

Essential Functions:

The following functions and all other functions not included in this job description are to be performed in the best interests and for the greater good of TAA.

- Plan, organize and manage the development, maintenance and operation of the following accounting and finance functions:
 - Internal and external reporting of actual financial results
 - General ledger accounting
 - Payroll
 - Accounts payable
 - Billing, accounts receivable and collections
 - Capital spending and fixed asset accounting
 - Annual and long-range budgeting and financial planning
 - Financial forecasting and analysis
 - Cash and investment management
 - Debt management
 - Calculation of airline rates and charges
 - Compliance with financial requirements of airline agreements
- Coordinate and administer a financial business plan that allows TAA to manage and control operating and non-operating revenues and expenses, capital spending and debt service in support of management's requirements as well as airline use agreement and/or airline rates and charges requirements.
- Establish and implement a sound operational and organizational plan for the finance department in direct support of the business plan.
- Establish and implement departmental goals, objectives, policies and operating procedures.
- Compare TAA's actual financial performance with plans and standards. Provide reports and interpret the results of operations to all levels of

management, including preparing cost center and departmental financial reports and operating data and special reports as required.

- Ensure accounting systems are maintained and financial statements are prepared in accordance with generally accepted accounting principles applicable to governmental and airport entities.
- Ensure proper reporting and payment of all applicable federal, state and local taxes.
- Forecast short and long-range cash requirements as a basis for maintaining adequate funds.
- Manage issuance of airport bonds, including relationships with airport financial consultants, financial advisors, underwriters and bond counsel.
- Assure protection of TAA assets and accurate financial reporting through development and implementation of proper internal controls.
- Keep the Vice President of Administration and Finance/CFO informed of the department's performance and assist in maintaining an effective external and internal communication system among all division departments, the Board, community leaders, outside agencies, consultants and others.
- Develop a detailed and realistic departmental operational budget within TAA's fiscal limitations and be diligent in carrying out fiduciary responsibilities.
- Act within the scope of authority and ensure that TAA's management objectives, principles, policies, programs, and guidelines are consistently observed.
- Execute disbursements for payment of corporate expenditures in accordance with TAA approved policies.
- Keep abreast of current trends and practices in field of expertise, and recommend and implement techniques to improve productivity, increase efficiencies, cut costs, and take advantage of opportunities by maintaining state-of-the-art practices.
- Insure consistency of procedures and reports with governing documents to include: Relevant federal, state and local laws, rules and regulations; Airport charter/enabling legislation; Contracts and agreements with tenants and users; Airline Use Agreements GASB, FASB, GAAP.
- Provide other TAA departments with related information required to carry out their assigned responsibilities.
- Communicate effectively, as appropriate, the stated goals and objectives of TAA to the public and outside agencies.
- Coordinate with TAA Information Technology and other departmental staff and third party contractors on maintaining and enhancing the effectiveness of TAA's Enterprise Resource Management (ERP) systems.
- Establish objectives and, in concert with affected Departments, policies and processes for the orderly and efficient capture, transport, storage, processing and dissemination of financial and finance-related information for TAA.
- Direct, supervise and evaluate the performance of directly reporting employees with established, standardized criteria, performing or recommending training, coaching and mentoring required to keep staff at the highest level of skill necessary for meeting organization needs and objectives.
- Participate in selection, hiring, and development of professional, technical, and support staff members.

The above listed functions are not necessarily all the essential functions. Job duties and functions may be expanded or reduced by management based on future changing needs and job requirements.

Position Requirements:

A Bachelor's degree in finance, accounting, business or a closely related field, MBA and/or CPA preferred. A minimum of five years of stable, progressively responsible management and high-level supervisory experience (at a commercial service airport, preferred). Knowledge and experience overseeing integrated ERP and accounting systems required, Oracle experience preferred. A.A.E. or C.M. accreditation from the American Association of Airport Executives desired.

Required Knowledge, Skills, and Abilities:

Knowledge of:

- A variety of practices and procedures, within the first year of employment, including Federal, State, and local laws and regulations governing the TAA airports, airport revenue bonds and use of airport revenue.
- Well-developed financial analysis capabilities, and demonstrated ability to develop and manage advanced Microsoft Excel operations and applications.
- Microsoft Outlook, Word and PowerPoint software, and other software and programs as required.
- Business English, grammar composition, office practices and procedures, proficient ability to produce all necessary documents.

Skill in:

- Superior organization, oral, written communication, proofreading, and critical thinking.
- Consistently demonstrating excellent problem solving.

Ability to:

- Read, write, and speak the English language in an articulate, fluent manner.
- Establish and maintain effective working relationships with department personnel, other TAA personnel, the TAA Board of Directors, representatives of other agencies, the local business community and the public and airport users as required.
- Plan and implement comprehensive capital improvement and financial programs, to interpret financial statements and analyze operating results.
- Recognize, define and solve complex problems and have a demonstrated ability to negotiate and administer complex contracts.
- Understand that dissemination of information outside of job requirements is on a "need-to-know" basis and must maintain discreet and professional sense of confidentiality due to sensitive nature of job functions.
- Make effective public presentations.
- Perform tasks with a high degree of accuracy, attention to detail, with mature judgment, to function in compelling, high stress, fast moving work surroundings, with deadlines and multiple projects.
- Initiate and organize responsibilities without observant supervision, and to take independent action relative to work problems requiring immediate

solutions. Must be able to remain focused in situations involving extreme stress.

- Be sensitive and aware of actions and reactions of employees, tenants, Board and Authority members, consultants, the public and outside agencies, and inform supervisor of appropriate concerns as necessary.
- Perform cross training within work environment.

Licenses; Certificates; Special Requirements:

- Valid Arizona Driver's License.
- Meet and maintain the ability to drive airport vehicles and to obtain access to the Non-Movement Area on the Air Operations Area.
- Must receive the American Association of Airport Executives (AAAE) Certified Member (CM) certification within 24 months of employment.
- Accredited Airport Executive (AAE) certification from AAAE preferred.
- As an employee, you are deemed to be essential personnel as part of TAA's emergency response, and must respond to airport incidents, as requested/required.
- Must successfully complete the National Incident Management System (NIMS) 100, 200, 700, and 800 course requirements and certification within one year of employment.
- Must obtain and maintain access to the Security Identification Display Area (SIDA).
- Will serve at the pleasure of the President/CEO and is not covered under the appeals process.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Tucson Airport Authority reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

I have read and agree that the contents of this job description accurately reflect what is expected of me in this position.

Employee's Signature

Date

HR Signature

Date