



JOB DESCRIPTION

JOB CLASSIFICATION: Assistant Controller
JOB TITLE: Assistant Controller
REPORTS TO: Controller
APPROVED BY: Executive Director

DEPARTMENT: Finance & Administration
EXEMPT: Yes
APPROVED DATE: September 20, 2023
REVISED:

JOB SUMMARY: Under the general direction and supervision of the Controller, performs a variety of highly responsible accounting, financial planning, analysis & reporting work with assignments and procedures indicated in specific terms and deliverables.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Duties may include, but are not limited to:

GENERAL LEDGER, FINANCIAL REPORTING, CAPITAL EXPENDITURES AND TREASURY OPERATIONS

- Assists Controller with month-end closing and preparation of internal monthly financial statements and Staff's Discussion and Analysis.
- Reconciles and prepares analysis of all balance sheet accounts on a monthly basis.
- Posts and maintains monthly log of all general journal entries.
- Reconciles bank accounts, posts electronic debits/credits, bank transfers and treasury operations.
- Monitors and facilitates Draw requests and funding of Capital Projects.

FINANCIAL PLANNING, ANALYSIS & REPORTING

- Assist Controller in developing detailed financial, statistical, budgetary, and analytical studies and reports.
- Maintain complex Excel models focused on monthly results, short and long term planning, and project analysis
- Assist Controller in responding to inquiries from department managers, employees, governmental agencies, contractors, and the public regarding financial matters.
- Collect and compile statistical data and other information for special management reports.
- Prepare data for annual independent audits.
- Assist in preparation of annual budget and serves as budget analyst and liaison for various departments.
- Assist with cost accounting and capital projects and processing of Grant draws.

OTHER

- Investigates, interprets, analyzes, and prepares confidential and routine correspondence and reports on specific projects.
- Serves as back up for other positions and performs other duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Employee is responsible for performing work accurately and independently. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Active California CPA License required.
- Bachelors Degree in Accounting or Finance, MBA preferred.
- Three to five years progressively responsible financial planning and analysis experience.
- Public agency and fund accounting experiences preferred; Airport experience is ideal.
- Large construction project/public works experience preferred.
- Sage 100 experience preferred.



GENERAL REQUIREMENTS

Knowledge of existing rules and regulations related to government accounting and auditing processes and requirements; automated financial systems, techniques, and practices related to government applications.

LANGUAGE /COMMUNICATION SKILLS

- Ability to read, analyze, and interpret common employment regulations, business journals, and legal documents.
- Strong interpersonal skills and ability to effectively and tactfully present information to, and communicate with Board members, employees, public groups, regulatory agencies and others.
- Possess exceptional written and verbal communication skills, including accurate grammar and business correspondence knowledge.

MATHEMATICAL/FINANCIAL MODELING

Ability to work with generally accepted accounting principles (GAAP) and acceptable practices of Governmental Accounting Standards Board (GASB), balance sheets, profit/loss statements, and mathematical concepts such as probability and statistical inference. Must have advanced Excel Modeling experience including multi-scenario modeling, pivot tables, V-Lookups, statistical and financial functions.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Must possess the ability to make sound independent decisions when circumstances warrant such action.
- Able to multitask and determine and direct priorities of tasks.

ADDITIONAL SKILLS AND ABILITIES:

- Conduct must reflect credit on the Monterey Peninsula Airport District and encourage others to do the same.
- Ability to use equipment and materials in a safe and acceptable manner and follow established safety procedures, use appropriate safeguards, and observe common sense rules of safety in all on-the-job activities.
- Ability to maintain positive relations with all coworkers, the board of directors, other agencies, and members of the public.
- Must be organized, highly creative and analytical, independent and self-motivated, enthusiastic, and dependable.
- Must be even-tempered and able to adjust tasks in accordance with changing deadlines and priorities.
- Able to establish and maintain cooperative working relationships.

PHYSICAL DEMANDS: The physical demands described here are representative of 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.

- While performing the duties of this job, the employee is regularly required to sit.
- The employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, and use a computer/typewriter keyboard; reach with hands and arms; and talk or hear in person and over the telephone.
- The employee is occasionally required to stand stoop, kneel, and crouch.
- The employee must occasionally lift and/or move up to 40 pounds, but regularly lifts or pushes items weighing 5-10 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.



WORK ENVIRONMENT: The physical demands and characteristics described here are representative of those an employee encounters while performing the essential functions in a typical office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee generally works indoors.
- Sometimes works near moving mechanical parts.
- Occasionally exposed to the risk of electric shock.
- Noise level in the work environment is usually low to moderate. Overhead aircraft noise occurs intermittently throughout the day.
- Occasionally employee is required to work in an indoor archive room, which exposes employee to dust.

SPECIAL REQUIREMENTS:

- Successful completion of a background investigation.
- Proof of eligibility to legally work in the United States.
- Possession of a valid California Motor Vehicle Driver's license and be insurable with the District insurance carrier at the standard rate.
- Ability to pass the District's physical examination, including pre-employment testing in accordance with the District's drug/substance abuse policies.

ACKNOWLEDGMENT & RECEIPT

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for MPAD to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee Signature

Date