



**JOB ANNOUNCEMENT**  
**ASSISTANT CONTROLLER**  
**\$105,000 – 125,000 ANNUALLY Depending on Qualifications**  
plus excellent benefits

The Monterey Regional Airport is seeking a qualified candidate to join its Finance Department. 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.

**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.

**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.

## **Benefits**

- Retirement – 2% at 55 Classic PERS members, or 2.0% at 62 for new members.
- The Airport participates in Social Security with employee contribution of 6.2%.
- Excellent medical, dental, and vision benefits.
- The Airport contributes \$100 per month into Cafeteria plan/Flexible Spending Account (FSA) for health care/dependent care expense reimbursements.
- Life Insurance - Airport provides \$20,000 coverage.
- Paid holidays of 11 days per year.
- Vacation/Sick – 40 hours after six months, 80 hours per year after one year, 120 hours per year after 5 years, 160 hours per year after 10 years.

## **TO APPLY:**

For full job description and to download an application, please visit our Careers page here: <https://montereyairport.specialdistrict.org/career-opportunities>.

Email cover letter, resume and application to [ask-hr@montereyairport.com](mailto:ask-hr@montereyairport.com) or deliver to 200 Fred Kane Dr. Suite 200, Monterey CA 93940.

**Open until filled.**