

**PHOENIX-MESA GATEWAY AIRPORT AUTHORITY**

**Accounting Director**

Salary Range: $81,454 - $130,326 Annually

Starting Salary up to $120,000 Dependent on Experience

***First Review of Applications will be on Tuesday, January 22, 2019.***

**About the Position:**

The Accounting Director is responsible for managing and directing the activities of the Accounting department. This includes overseeing all accounting functions and processes including accounts receivable/payable, payroll, parking, assets, grants, financial reporting, tax reporting, budgets, procurement, audits and treasury services. A Director is involved in making process level decisions on behalf of the organization to provide context for the work accomplished by subordinates on behalf of the organization. Responsibilities include: providing direction and leadership to staff by prioritizing and assigning work, conducting performance evaluations, ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment, and making hiring, termination, and disciplinary recommendations; developing and oversees multiple budgets and grants; allocating resources; directing the monitoring and control of expenditures; developing and maintaining internal and external relationships; participating in a variety of meetings, committees, task forces, or related groups to communicate information regarding services, programs, areas of opportunity, and other information; and reviewing and approving a variety of multi-faceted information, data, and reports while making decisions based on findings. The Accounting Director is responsible for ensuring compliance with Federal, State and local laws, regulations, codes and standards. Performs other duties of a similar nature and level as assigned. This classification that is FLSA – Exempt.

**Minimum Qualification(s) Required:** Bachelor’s degree in Accounting or Finance and significant (7 or more years) of progressively responsible professional/managerial experience in Accounting, Finance or closely related field. Prior supervisory experience is required. An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.  
  
**Special Qualification(s):**  Possess a valid Arizona Driver's License by date of hire. Ability to clear a background review.

**Preferred Qualification(s):** Certified Public Accountant (CPA)

Phoenix-Mesa Gateway Airport Authority (PMGAA) is an Equal Employment Opportunity (EEO) and an Affirmative Action (AA) employer. All qualified applicants for available positions are considered without regard to race, color, gender, religion, age, national origin, disability, or veteran status. M/F/D/V stands for Male, Female, Disabled, and Veteran. Applicants are invited to complete the Employment Applicant Profile Sheet to self-identify. It is the policy of Phoenix-Mesa Gateway Airport Authority to assure an equal employment opportunity to all qualified applicants based solely on an individual's ability to perform the essential functions of a job.

APPLICATIONS MAY BE SUBMITTED ONLINE AT:   
<http://www.gatewayairport.com/employment>