



PHOENIX-MESA GATEWAY AIRPORT AUTHORITY ACCOUNTING ANALYST - PAYROLL

Starting Salary: \$60,428 - \$74,024 DOE

This position is responsible for performing professional level work in Accounting with a focus on Accounts Receivables, Billing and Payroll. This involves research, analysis, solutions development, report writing, and drafting technical documents and presentations as needed. Specific duties include, but are not limited to:

- Running biweekly payroll, which involves monitoring, managing and troubleshooting the payroll process in the Airport's ERP software system.
- Acting as the point of contact for airport employees for payroll to assist with questions and resolving payroll problems.
- Reviewing, analyzing and auditing payroll accounting data for accuracy, and proposing and preparing journal entries and other adjustments as necessary.
- Completing vendor reporting and payments
- Preparing and filing quarterly and annual payroll tax returns, including preparing and filing Forms W-2/W-3 and related Arizona Returns.
- Perform daily cashiering activities, including posting all daily payments, researching and resolving any payment discrepancies and working with airport departments on customers processing of payments.
- Managing the airport billing for airport customers.
- Managing airport accounts receivable balances which involves monitoring, managing, and working with airport departments and customers on collections of unpaid balances and resolution of billing differences.
- Preparing and filing sales tax returns and resolving any issues.
- Reports to the Accounting Director. This position is FLSA-Exempt.

Minimum Qualification(s) Required: Bachelor's degree in a related field and two years of progressively responsible professional level experience in Payroll, Accounting and/or Finance; or 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.

Valid Arizona Driver's License required. As assigned, specialized certifications may be required. Experience/Familiarity with Tyler Technologies Munis ERP software and payroll functions is preferred.

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:

<https://www.gatewayairport.com/employment>