

## **CHIEF FINANCIAL OFFICER (SRAA)**

**02855**

**(Competitive)**

### **DISTINGUISHING FEATURES OF THE CLASS**

The Chief Fiscal Officer is responsible for directing and overseeing the financial operations of the Syracuse Regional Airport Authority. The incumbent acts as the custodian of the Authority's assets, funds and securities. The CFO's responsibilities include but are not limited to: finance and accounting, investments, internal audits, debt management, capital improvement funding, insurance, employee benefits, payroll, purchasing and procurement. The work is completed at the executive level under the general supervision of the Authority's Board of Directors and the Executive Director with a high degree of independent judgment. Supervision of clerical and accounting personnel is a function of this position.

### **TYPICAL WORK ACTIVITIES**

Oversees Accounting Department and all financial operations at the Syracuse Regional Airport Authority; Assists in preparation of annual and long-range strategic financial plans and monitors/reports on progress towards set goals and objectives; Prepares operating and financial forecasts, compares and monitors against actual operations; Assess income and expense trends and determines actions remain within operational budget; Prepares and implements annual operating rates and charges with tenants and airlines; Develops and Coordinates an employee benefits program; Develop and maintain employee payroll system; Participates in collective bargaining process; Develop and maintain all financial management systems including computerized accounting systems; Monitors county cash flow to ensure adequate funds are available to meet county expenditure needs; Collects and deposits all taxes, fees, charges and aid owed to the county; Invests county funds in order to maximize financial return; Secures insurance coverage for a variety of risks, ranging from property damage to foster care liability; Directs and implements loss control and accident reduction programs; Establish and maintain supervision over Airports accounting department.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Comprehensive knowledge of the purposes, principles, terminology, and practices employed in accounting, budget preparation, and financial management.  
Comprehensive knowledge of legislation, current problems, and professional literature in the fields of accounting, budget preparation, and financial management.  
Comprehensive knowledge of advanced professional techniques in the fields of accounting, budget preparation, and financial management.  
Comprehensive knowledge of local and state law, procedures, and policies as they relate to the mission of the airport.  
Comprehensive knowledge of administrative planning, management, and supervision as it applies to the position.  
Comprehensive knowledge of contracts, leases, and vendor negotiation.  
Comprehensive knowledge of the rules and stipulations associated with health insurance, Medicaid, and similar health programs.  
Comprehensive knowledge of the preparation and interpretation of fiscal, statistical, technical, and narrative reports regarding department financial activities;  
Comprehensive knowledge of financial investing;  
Comprehensive knowledge of airport operations and capital programs  
Ability to analyze recent problems, assess future problems, and formulate complex action plans to facilitate resolution of said problems.  
Ability to perform mathematical calculations.  
Outstanding professional leadership ability.

### **MINIMUM QUALIFICATIONS**

- A. Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree in Accounting, Finance and/or Business Administration, and four (4) years of professional level work experience, or its part time equivalent, in financial management and administration; or,
- B. Eight (8) years of professional level work experience, or its part time equivalent, in financial management and administration; or,
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

09/2013 Created