

## **DANE COUNTY REGIONAL AIRPORT DIRECTOR OF FINANCE AND ADMINISTRATION**

### Definition

Under general direction of the Airport Director, directs and manages the day-to-day business operations and activities, and all financial responsibilities related to the Airport's enterprise; performs other duties as assigned.

### Example of Duties

Oversees all business and financial activities of the Airport; directs financial management program which includes coordinating and managing all functional activities associated with budget preparation, reporting, and financial analysis; responsible for developing, coordinating, and implementing both long and short term financial policies and programs; manages and directs the activities of airport accountant.

Oversees and directs the Airport's investments, debt finance instruments, and overall financial well being. Coordinates appropriate airport financial matters with the Dane County Controller.

Oversees and provides direction for tenant relations and negotiations, land acquisition, property management and business development; represents Airport in financial matters dealing with federal, state, county and municipal agencies and with private business entities.

Attends monthly meetings of the Airport Commission, responds to questions regarding business operations and financial matters; advises the Airport Director and Airport Commission on day-to-day business operating and financial matters.

### Education and Experience

Equivalency of Bachelor's Degree from an accredited college or university in Business Administration, Finance, or Accounting; five years of progressive experience in public or private financial management, or business development. Also requires one year of supervisory experience. Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) certifications preferred; Master Degree Business Administration (MBA) desirable.

### Knowledge, Skills and Abilities

Knowledge of federal, state, county and municipal laws related to the financial management of an airport and related facilities; knowledge of policies and procedures related to modern airport business operations and practices; knowledge of principles of personnel management; working knowledge of financial planning and reporting, and of governmental financial accounting practices. General knowledge of property acquisition and property management. Ability to analyze complex business operations issues, financial matters, and to make sound recommendations to the Airport Director; ability to express oneself effectively orally and in written form; ability to coordinate, direct, and manage the work of others; ability to effectively establish and maintain working relationships with employees including both direct and indirect reports, public officials, tenants and the general public.

**SPECIAL REQUIREMENTS:** Must pass a FAA required criminal history record check and employment history verification.

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