



Director, Finance & Administration

The City of Naples Airport Authority is seeking an experienced, dynamic professional to serve as Director of Finance and Administration.

Information about the organization

The Naples Municipal Airport is located in southwest Florida in the beautiful city of Naples. Originally established as an Army air base, the airport is now an exclusive destination for businesses and visitors alike. Naples has an abundance of golf courses and white sand beaches.

In 1969, the Florida State Legislature created the City of Naples Airport Authority as an independent governmental unit charged with the operation, maintenance and improvement of the Naples Municipal Airport. The Naples City Council appoints five community volunteers to serve four-year terms on the Board of Commissioners.

The Authority has no taxing authority. Revenues are derived primarily from fueling activities, hangar/land leasing and from grants awarded by state and federal agencies. Nearly since its formation, the Authority has maintained the exclusive right to provide retail fuel and related services.

The Authority's mission is to provide a valued community asset that offers outstanding aviation facilities and services in a fiscally responsible, safe and efficient manner.

Information about the role

This position, which reports directly to the Executive Director, oversees and directs the financial, administrative and information technology activities in support of the Authority's strategic goals and objectives.

Responsible for the overall direction and administration of all aspects of the financial management program, including, but not limited to, budget preparation, regulatory compliance and financial analysis. Manages all activities associated with leasing, accounts receivable, accounts payable, and payroll. Develops and maintains the Airport's accounting system, including capital funds, and allocates funds to meet contract needs and schedules.

Acts as an effective leader coordinating, developing and managing the work of others with a demonstrated ability to perform daily routine tasks.
Acts as a liaison with external agencies with regard to financial matters.
Oversees the annual financial audit performed by independent auditors.
Regularly reports on the fiscal management of the Authority to executive team and Board.

Possesses excellent computer skills with considerable knowledge of Microsoft Office products along with a familiarity, or the ability to learn, Navision (Serenic Navigator) accounting software and use SQL data analysis tools.

The ideal candidate will have broad knowledge of modern theory, principles, methods, technology and practices of governmental accounting methods of financial control and reporting as well as outstanding organizational and communications skills. Focus on timely delivery of projects and reports required.

Bachelor's degree from an accredited college or university in Finance, Economics, Accounting, Business, or other appropriate field required and four to ten years of increasingly responsible work experience; or equivalent combination of closely related training, education and experience. MBA, MA, MPA, or CPA, highly desired.

Please see Job Description for more details regarding the position at <http://flynapples.com>

How to Apply

Application deadline is 5:00pm on April 28, 2017. **NAA application must be completed in full for consideration.**

Starting annual salary range \$98,862 - \$118,622, commensurate with qualifications and experience. Excellent benefits package.

Application and job description available at the City of Naples Airport Authority, Administration Office, 160 Aviation Drive North, Naples FL 34104 or our website: <http://flynapples.com>

EOE/V/H/Male/Female/Drug-Free Workplace and provides for veterans' preference for eligible positions. Must be able to obtain a Florida Driver's License within the first thirty days of employment.