

**TBI Airport Management, Inc.
Burbank Bob Hope Airport**

Job Description

Senior Accountant

Reports to: Director of Financial Services

Status: Exempt

Salary Range (based on qualifications and experience): \$82,000 - \$103,000

Schedule: 9/80 work schedule

General Description:

Under general supervision and direction, this position will perform complex proprietary fund accounting; perform advanced financial, statistical and budgetary revenue analyses; be responsible for the accounts receivable function including timely billing and allocating and recording of receipts; work closely with the Business and Properties Department on updating billing rates for new and existing tenants; and do other accounts receivable and revenue analyses related work as required.

Essential Job Functions (Revenues and Accounts Receivables):

- Reviews, tracks, reconciles and analyzes receivable accounts based on billing instructions received from the Business and Properties Department.
- Prepare and transmit monthly billings to Airport tenants, airlines, and rental car companies.
- Applies all payments received against billings, reconcile differences, and contact and collect all past due amounts.
- Coordinates with tenants, airlines, rental car companies, and the Business and Properties Department to facilitate the collection of past due receivables accounts.
- Reviews, tracks, reconciles and analyzes all revenue accounts maintaining detailed reports on a monthly and annual basis.
- Prepares analysis of contract year reconciliations of all concessions agreements with Minimum Annual Guarantee (MAG) and Over-MAG rentals.
- Review annual concession audit reports to reconcile, and if necessary, prepare additional billings/credit memos due to required adjustments to self-reported revenues.
- Coordinates with appropriate personnel to create and maintain statistical analyses data on concession gross revenue and other operating revenue activities' trends as they relate to passenger activity.
- Documents accounts receivable processes and related internal controls to be later compiled into a training manual.
- Participates in the development and maintenance of accounting policies and procedures; coordinates with relevant personnel (e.g. Director of Financial Services, Controller, Internal Auditor, etc.) to ensure all current accounting policies and procedures are up-to-date and properly address identified risks through the proper design and effective implementation of internal controls.
- Coordinates with other Accounting personnel to prepare analysis and other summary revenue and cash receipt reports for senior/executive management.
- Provides training and mentoring to Staff Accountants assisting in the accounts receivable function in accordance with established policies and procedures.

- Assists, guides, and instructs Staff Accountants assisting in the accounts receivable function in the performance of their duties; provides technical direction and problem solving in response to their work questions and problems.
- Performs related duties as assigned.

Minimum Qualifications:

Employment Standards

- Bachelor's degree from an accredited college or university in Accounting or Business Administration with a Concentration in Accounting; *AND*
- Three or more years of full-time, paid professional accounts receivables experience; *OR*
- Equivalent combination of education and experience.

Preferred Qualifications:

- At least five years of full-time, paid professional accounts receivable experience at a mid-to-large size company or governmental agency with at least \$50 million per year in operating revenues.
- Experience with SAGE 300 ERP.
- Strong communication, both verbal and written.
- Strong Excel skills with the ability to link and automate workbooks, utilize VLOOKUP, pivot tables, and other advanced Excel functions.
- Possession of a valid license as a Certified Public Accountant (CPA) from the State of California Board of Accountancy a plus.

License and Special Requirements:

- Possession of a valid California Driver's license.
- Obtain and maintain security clearance as required by role and TSA regulations.

Interested applicants may apply by clicking the link below and completing the online assessments and application:

<https://www.ondemandassessment.com/link/index/JB-KZTL9BHY6?source=HB-Website&u=137146>