

## MISSOULA COUNTY AIRPORT AUTHORITY

**JOB TITLE:** Accounting Clerk

**REPORTS TO:** Administrative Manager

**CLASSIFICATION:** Non-Exempt

**DATE APPROVED:** May 2017

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### **JOB SUMMARY**

Under the close supervision of the Administrative Manager, this position will provide a full range of accounting and administrative support. The position requires experience in a complex office environment.

### **DUTIES**

Performs a variety of tasks supporting the Administrative Manager & Finance Manager. Also provides assistance to airport staff, airport tenants and other users of the airport as required.

Compiles payroll data such as hours worked, insurance, and other items to be withheld from time sheets and/or electronic records. Reviews wages computed and corrects errors to ensure accuracy of payroll. Prepares and issues paychecks.

Provides support and/or backup in accounting tasks including invoicing, review and collections of accounts receivable, preparing and posting deposits, posting and paying accounts payable, preparation and entry of month end journal entries, preparation of monthly financial reports, preparation and entry of year end entries, tasks related to fiscal year-end audit and annual budget preparation.

Provides back up reception duties by receiving incoming calls, responding to and serving the public, assisting walk-ins and phone calls with travel information, guidelines, hotel, car rental, restaurant and general information.

Schedules meetings, attends public meetings, takes and drafts minutes.

Maintains and indexes administrative files.

Research tasks as assigned.

Other duties as assigned.

Exercises independent judgment within legal and airport policy guidelines.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Synthesizes complex or diverse information; identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Responds promptly to customer needs; responds to requests for service and assistance; meets commitments, manages difficult or emotional customer situations.

Focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control; listens and gets clarification; responds well to questions.

Maintains confidentiality.

Follows instructions, responds to management direction. Gives and welcomes feedback.

Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs.

Follows policies and procedures; completes tasks correctly and on time; upholds organizational values.

Adapts to change in the work place; able to deal with frequent change, delays or unexpected events; manages competing demands; changes approach or method to best fit the situation.

Treats others with respect and consideration regardless of their status or position.

Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum education and/or experience required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At least two years of college or technical school and two years related experience; or equivalent combination of education and experience.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Knowledge of Word Processing software; Spreadsheet software and Accounting software.

### **SPECIAL REQUIREMENTS**

Airport security procedures require that a background check be conducted prior to employment.

A current Montana driver's license is required.

**WORKING CONDITIONS**

Most work is performed in an office setting. The position may be subject to work outside traditional hours. The position may intermittently be subject to stress due to time schedules and human behavior.

Some business travel may be required.

Close vision and ability to adjust focus required. While performing the duties of this Job, the employee is regularly required to sit and talk or hear.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.