

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT  
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

**JOB DESCRIPTION**

<b><u>CLASSIFICATION:</u></b>	Budget Manager
<b><u>DEPARTMENT:</u></b>	Administration
<b><u>SUPERVISOR:</u></b>	Director of Finance and Administration
<b><u>EFFECTIVE DATE:</u></b>	October 1, 2025
<b><u>PAY LEVEL:</u></b>	112 (\$67,104.10 - \$120,787.37)
<b><u>PAY CLASSIFICATION:</u></b>	Exempt

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**DEFINITION:** Under the general supervision of the Director of Finance & Administration, this position will have primary responsibility for the development, monitoring, and analysis of the Airport's operating and capital budget. Additionally, this position will organize, monitor and handle accounting functions for federal and state grants and the related expenditures.

Duties are performed with considerable independence requiring the exercise of judgment and initiative in day-to-day budgeting and grants management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages the Airport's annual budget process working with leadership, department managers and staff to develop and implement departmental budgets through strong communication and collaboration.
- Prepares monthly financial statements and reviews accounts for accuracy.
- Develops and trains Airport staff on technical budgeting practices and reviews them to ensure consistency and compliance with Airport policies and direction.
- Monitors and analyzes budget spending throughout the fiscal year and works with accounting to ensure expenditures are properly recorded.
- Reviews and approves procurement and contract related actions for proper budget authority.
- Monitors the progress of grants through the pre-award, award, and post-award phases.
- Completes or works with departments to ensure all monthly, quarterly, and annual reports are prepared and submitted to grantors.
- Develops and implements budget or grant administration policies and procedures in accordance with local, state and federal regulations.
- Manages and updates the Construction-in-Progress schedules on a monthly basis.
- Performs functions of financial administration and reporting to include, but not limited to, preparation and timely submission of grant reports, development and adjustment of associated budgets, coordination of budgeted funds and eligible costs, and preparing timely requests for

- reimbursement of expenditures.
- Performs other duties or special projects as assigned.

**QUALIFICATIONS:**

Experience in preparation and application of governmental budget and grants required. Knowledge of principles and practices of airport facility operations and development preferred. Experience with airport financial structure and Sage accounting software a plus.

Graduation from an accredited four-year college or university with a Bachelor's degree in accounting, finance, or related field, four years of public sector budget or grant experience, or an equivalent combination of formal education and appropriate related experience. Certified Public Accountant license preferred. Airport experience highly desired as is a strong knowledge of accounting principles and processes. GAAP and GASB knowledge required.

Skilled in the use of computers and the programs and applications necessary for successful job performance, to include a working knowledge of Microsoft Office. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, the Board of Directors, and the general public.

Must possess strong interpersonal administrative skills and the ability to interface and effectively communicate with Airport staff, users, tenants, consultants, governmental entities and the general public. Must be able to communicate effectively in both oral and written form.

**MISCELLANEOUS REQUIREMENTS:** Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records background check as required by the Transportation Security Administration. Must possess, or ability to acquire within 30 days of employment, a Florida driver license.

**PHYSICAL DEMANDS:** The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SUMMARY:**

**Occasionally** - Lift/Carry: 20-35 - lbs., Push/Pull: 20-35- lbs., Kneel, Climb, Crawl, Reach above Shoulder and Reach Outward, Drive

**Frequently** - Lift/Carry: 20 lbs. or less., Push/Pull: 20 lbs. or less., Bend, Twist/Turn, Stand

**Constantly** - Hand/Fine Motor Skills, Walk, Sit, Type/Keyboard

**DISCLAIMER:**

*The examples above are illustrative and not intended to describe every function which may be performed by this job class. The omission of specific duties does not preclude management from assigning specific duties not listed, if such duties are a logical assignment to the position.*