

Chief Financial Officer



Job Code
1017E

Last Updated Date
9/4/2026 8:59:06 AM

Department Name
Finance

Date
September 4, 2026

Title of Immediate Supervisor
Chief Executive Officer

Pay Level
E3

POSITION SUMMARY:

EEO Category: Executive/Senior Level Officials & Managers
Management Hours: 48 Hours
Shift Premium: No
FLSA Status: Exempt
Rotating Shift: No

Provide executive-level financial leadership functions for the Greater Orlando Aviation Authority (GOAA). Oversee the development and administration of the Finance and Purchasing/Material Control goals, objectives and strategies.

DUTIES AND RESPONSIBILITIES:

Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Oversee the development and implementation of financial goals, objectives and strategies.
- Negotiate complex financial arrangements with other entities.
- Present annual and supplemental budgets for consideration by Chief Executive Officer and the Authority Board.
- Oversee the activities relating to designated procurements and contracts, pursuant to Authority policies and applicable state and federal laws.
- Verify that ethical and best practice purchasing activities are understood and used, and that department records management complies with Authority policy and procedure and state statutes.

- Manage the purchasing contract review process is actively managed and properly maintained to protect the Authority's interests and rights under each contract and in accordance with applicable laws and Authority policy; confirm contracts are administered in the best interest of the Authority.
- Oversee the timely and accurate development of budgets, financial reports, and models that will assist the CEO, Aviation Board, and other senior managers in making informed program strategy, resource allocation, and investment decisions.
- Review and manage (and establish as needed) internal systems, controls, processes, and procedures to ensure the integrity, accuracy, compliance, and usefulness of financial information and reporting.
- Direct and oversee the work of staff. Establish and maintain an efficient and effective organizational structure in all areas of assignment. Confirm processes are in place for effective selection, training and development of qualified staff, succession planning, communications, emergency response, business continuity, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Accounting or Business Administration with emphasis on public finance, economics, and accounting and ten (10) years progressively responsible experience to include governmental accounting, financial reporting and supervision of employees, or an equivalent combination of education, training and experience. Master degree in Business Administration or Accounting preferred.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Executive management and leadership skills
- Excellent public relations skills to act as an ambassador for the Greater Orlando Aviation Authority
- Current knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, and financial reporting practices for enterprise fund accounting.
- Demonstrated skills in interpreting complex contracts and financings, negotiations, and implementation of financial applications software.
- Demonstrated skill in analyzing, developing and implementing complex operational initiatives
- Able to interpret and compile statistical data, prepare detailed reports, contracts, and analyze legal and financial documents
- Excellent oral and written communication skills in English; multi-lingual skills a plus
- Excellent interpersonal and teamwork skills
- Demonstrated ability to understand, critique, negotiate, market and manage contracts and policies
- Computer skills and knowledge of business software applications
- Ability to effectively lead and/or participate as a member of GOAA Committees
- Must be able and willing to work both standard and non-standard work schedules, including weekends to accommodate airport operations

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Public Accountant (CPA)

SUPERVISORY RESPONSIBILITIES:

- Directly supervises a staff of approximately three (3); indirectly supervises a staff of approximately forty two (42)

LATITUDE AND/OR INDEPENDENT JUDGEMENT:

- High degree of independence and authority, with minimal supervision, extensive latitude in initiative judgment and authority
- Independent decisions and recommendations based on industry and professional standards
- Decision to engage outside contractors for specific assignments
- Procedural changes, which affect the Aviation Authority
- Create, design, appraise, analyze, interpret, negotiate and evaluate on a regular basis

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

PHYSICAL REQUIREMENTS

Frequency

Constant: More than 80% (6 1/2 hours or more per 8 hour day)

Very Frequent: 51-80% (4 1/2-6 hours per 8 hour day)

Frequent: 21-50% (2 1/2-4 hours per 8 hour day)

Occasional: 6-20% (1-2 hours per 8 hour day)

Rare: 0-5% (Less than 1 hour per 8 hour day)

Importance

3 - Critical part of Job; can't be done any other way

2 - Important, but may be performed in some other way

1 - Not Critical; may be reassigned or not performed at all

Physical Effort

Frequency

Importance

Standing

Occasional

2

Walking

Occasional

2

Sitting	Very Frequent	3
Lifting: 0-20 lbs	Rare	1
Lifting: 20-50 lbs	Rare	1
Lifting: 51+ lbs	Rare	1
Bending/Stooping	Rare	1
Pushing, Pulling and/or Digging	Rare	1
Reaching over head	Rare	1
Kneeling, Crawling	Rare	1
Climbing (ladders, stairs, hills)	Rare	1
Typing/CRT (attention to detail)	Very Frequent	3
Speaking & Hearing	Constant	3
Detailed Inspection/Reading/Editing	Constant	3
Writing	Constant	3
Other	Frequency	Importance
Working Conditions	Frequency	Importance
Extreme Weather	Rare	1
Noxious Fumes	Rare	1
Chemicals	Rare	1
Insects	Rare	1
Heights, Confined Areas	Rare	1
Excessive Noise	Rare	1
Other : Ability to work night, weekends & holidays		
Equipment/Vehicles	Frequency	Importance

GOAA/Personal Vehicle	Occasional	3
General Office Equipment (Computer, Copier, Fax, etc.)	Very Frequent	3
Pull Trailer	Rare	1
Security systems (CCTV, alarms, etc.)	Rare	1
Communications Equipment (radio, cell phone)	Very Frequent	3
Other: Equipment Operated		
Other	Frequency	Importance
SIGNATURE SECTION:		
Team	Approval	Date (MM/DD/YYYY)
Department		
Human Resources		