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

JOB DESCRIPTION

CLASSIFICATION: Director of Finance and Administration/Chief Financial Officer

DEPARTMENT: Administration

SUPERVISOR: Executive Director

EFFECTIVE DATE: October 1, 2026

PAY LEVEL: 120 ($118,007.30 - $212,413.14)

PAY CLASSIFICATION: Exempt

DEFINITION: Under the general supervision of the Executive Director, the Director of Finance and Administration directs all accounting, treasury, fiscal management, debt, financial planning, procurement, human resources and administrative functions of the Airport.

This position is the top financial executive and serves as an advisor to the CEO, the Leadership Team and the Board of Directors. Strategic thinking and collaboration are required.

EXAMPLES OF DUTIES: Heads the annual budget development working with departments and stakeholders. Plays a key role in the development of the Airport's capital programs, both annual and long term, and is responsible for the related construction accounting and budgeting.

Monitors fiscal activities and insures compliance with applicable federal, state and local regulations and requirements, coordinates fiscal services with banks and financial agencies, and develops and maintains required accounting processes and procedures. Coordinates annual audit with external auditors and implements recommended procedural changes.

Oversees monthly accounting to include accounts receivable, accounts payable, payroll and purchasing functions. Presents financial report to the Airport's Board at its monthly meetings.

Oversees lease and property administration; airport insurance program and fiscal administration of federal and state grant programs, including DBE/ACDBE, and the related reporting.

Administers Human Resources functions including, but not limited to, personnel benefits program and employee relations. Performs other related duties as assigned.

QUALIFICATIONS: Bachelor's degree in accounting, finance or business administration; ten

years of progressively responsible professional experience with a minimum of five years of supervisory experience in governmental or commercial accounting or finance, or an equivalent combination of education, training and experience to exhibit skillset necessary to succeed in the position. Thorough knowledge of accounting, financial and personnel management principles, practices and techniques to include knowledge of GAAP and GASB. Must possess strong interpersonal skills and the ability to interface with 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.

Certified Public Accountant is highly desired as is experience in a commercial airport setting. Accreditation by the American Association of Airport Executives is a plus. Must possess a valid Florida driver's license with driving privileges, or have the ability to obtain within 30 days of employment.

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 check as required by the Transportation Security Administration.

PHYSICAL DEMANDS: The physical demands described here 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.