

**TBI Airport Management, Inc.  
Hollywood Burbank Airport**

**Job Description**

**Staff Accountant**

**Reports to:** Director of Financial Services

**Status:** Exempt

**Schedule:** Monday – Friday 9/80 work schedule

**Salary Range (Based on qualifications and Experience):** \$72,000 - \$77,000

**General Description:**

Under general supervision and direction, performs a wide variety of professional accounting, budgeting, and fiscal duties such as establishing and maintaining accounting records, participating in budget preparation and control, reviewing and analyzing accounting and financial transaction records, assisting departmental staff with daily accounting duties; and performing related work as required.

**Essential Job Functions:**

Typical Tasks

- Assists Accounting staff in daily accounting duties in a fast-paced environment with tight deadlines.
- Prepares Excel schedules utilized in the preparation of financial, statistical, budgetary, and other accounting reports.
- Assists with administrative duties such as filing of accounts payable and accounts receivable records.
- Assists with routine tasks such billings and other accounts receivable tasks as assigned.
- Enters and maintains data for reporting and tracking purposes; assists in and prepares various financial statements and reports.
- 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; *OR*
- Equivalent combination of education and experience.

License and Special Requirements:

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

**Preferred Qualifications:**

- At least one to two years of full-time, paid professional public, management, and/or government accounting/auditing experience performing a wide variety of accounting, auditing, budgeting, and/or fiscal duties such as establishing and maintaining accounting records, participating in budget preparation and control, reviewing and analyzing accounting

- and financial transaction records, and preparing financial statements and reports.
- Excellent organizational and communication skills.
  - Ability to work independently, as well as part of a team, and develop effective working relationships.
  - Maintains strong ethical values with an emphasis to details.

**Supplemental Information:**

- General knowledge of accounting procedures and their application to a variety of accounting transactions.
- Strong analytical skills and demonstrated ability to perform research that involves interpretation and analysis.
- Strong knowledge of Microsoft Office (Excel, Word, and Powerpoint). Ability to use advanced Excel functions such as pivot tables, VLOOKUP/XLOOKUP, SUMIFS, etc. are a PLUS.

**Interested candidates may apply by clicking the link below (or copying link into your internet browser) and completing the online assessments:**

<https://www.ondemandassessment.com/link/index/JB-15YPZOOVH?source=HB-Website&u=137146>