

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

**Job Description**

# **Assistant Controller**

**Reports to:** Director of Financial Services

**Status:** Exempt

**Salary Range (based on qualifications and experience):** \$130,000-\$150,000

**Schedule:** 9/80 Work Schedule (every other Friday off)

**General Description:**

Provides specialized accounting support to the Authority's Controller and Director of Financial Services, and assists with the management of accounting, auditing, and budgeting functions.

**Essential Job Functions:**

Typical Tasks

- Assists the Controller and Director of Financial Services in managing the day-to-day accounting and financial reporting function.
- Assists with ERP implementation, including data migration, account mapping, system testing, and financial data validation.
- Assists in preparing and consolidating financial reports such as the annual basic financial statements, monthly Treasurer's Reports, reports to other government agencies (e.g. Passenger Facility Charge Quarterly Reports, State Controller's Report, Government Compensation Report), and other reporting requirements as needed.
- Performs a wide range of tasks as part of the on-going budget process, including compiling, tabulating, and reviewing financial data for the administration of the Authority budget.
- Performs monthly analyses of revenues and expenditures.
- Reviews accounts payable, accounts receivable, fixed assets, and general ledger reports prepared by Staff Accountants to ensure accuracy.
- Provides support and acts as a liaison to the Authority's external auditors during the annual audit.
- Prepares and reviews Excel schedules utilized in the preparation of financial, statistical, budgetary, and other accounting reports.
- Reconciles general and subsidiary ledgers, and ensures all financial reports reconcile to these ledgers.
- Advises and confers with various stakeholders regarding accounting reports and procedures, billings, and payments; serves as a liaison for and interacts extensively with department personnel.
- Identifies and locates accounting data by researching accounts and related source documents; prepares summaries of account transactions, balances, and supporting documents.
- Annually reviews the Authority's internal controls over financial reporting and, as needed, provides recommendations to senior management.
- 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;
- At least five 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.
- Strong knowledge of Microsoft Office (Excel, Word, and Powerpoint) along with the ability to use advanced Excel functions such as pivot tables, VLOOKUP/XLOOKUP, conditional functions such as SUMIFS, etc.
- Strong analytical skills and demonstrated ability to perform independent research on specialized accounting topics to come to a conclusion and present to senior and executive management.
- Strong communication skills and ability to work independently, as well as part of a team, and develop effective working relationships.
- Ability to perform research on new accounting standards and assist in their implementation.
- Ability to train and supervise departmental staff on accounting and internal control procedures.

**License and Special Requirements:**

- Certified Public Accountant license in good standing (preferred).
- Possession of a valid California Driver's license.
- Obtain and maintain security clearance as required by role and TSA regulations.

**Preferred Qualifications:**

- At least three years of full-time experience at an Airport or other transportation agency that receives federal funding; experience with Federal Aviation Administration programs such as the Airport Improvement Program and Passenger Facility Charge Program; and/or
- At least five years of full-time experience at a Public Accounting firm specializing in the financial and compliance audits of government agencies including airports.

**Interested Candidates may apply by clicking the link below and completing the online assessments:**

<https://www.ondemandassessment.com/o/JP-0XR4E8RTD/landing?u=137146&source=HB-Website>