



JOB DESCRIPTION

Airport Business Analyst

Date Prepared: March, 2022

SUMMARY: Under limited supervision, performs professional accounting work and a wide variety of highly responsible tasks related to the administration and oversight of the Airport's finances including budget preparation, monitoring, and analysis; development and implementation of Airport policies, procedures, and programs; administrative support through research, analysis, and report writing; plans, organizes and supervises staff engaged in various financial and administrative activities; performs other related work, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Prepare, review, and approve financial transactions and journal entries and maintain the general ledger and subsidiary ledgers of various funds.
- Oversee the proper classification of expenditures and accounting transactions, including assigning expenditure and disbursement documents to correct accounts.
- Maintain and reconcile revenue and expenditure accounts, including maintaining accurate past due receivable lists.
- Prepare summaries of account transactions, balances, and supporting documentation.
- Monitor grants and specialty fund projects.
- Provide assistance to department management, and the public regarding administrative and fiscal issues, policies, and procedures.
- Conduct or direct complex studies, research, analysis, and projects.
- Prepare and present detailed and comprehensive reports to a variety of audiences.
- Plan, organize, coordinate, and direct subordinate staff in the daily operations of various finance activities including, but not limited to, accounts payable, accounts receivable, billing, cash receipts, and customer service.
- Direct staff activities related to budget/CIP preparation, budget transfers, revenue and expenditure forecast, projections, trends, and analysis.
- Draft, recommend, and implement administrative policies and procedures.
- Supervise, train, motivate, and evaluate assigned personnel.
- Make effective recommendations regarding promotion, transfer, and disciplinary action of assigned personnel.
- Participate in external audits and assist in the preparation of the Annual Comprehensive Financial Report by gathering information, updating related notes and responding to questions from auditors.
- Administer federal and state grants.
- Interpret and implement federal, state, and local regulations and guidelines on grant-funded projects.
- Perform purchasing functions in accordance with the Municipal Code.
- Prepare staff reports, agenda items, and resolutions.
- Prepare highly visible projects, reports, and correspondence.
- Review, analyze, and prepare schedules for grants, periodic accounting reports, cash forecasts, and account analyses.
- Prepare and monitor annual operating budgets.

- Conduct financial reporting; track and record departments' asset records including acquisitions and disposals.
- Make recommendations for changes to programs, contracts, or lease agreements.
- Oversee, review, and modify bid proposals.
- Review invoices and payments related to projects.
- Represent the department on specific administrative matters in liaison with other departments and agencies.
- Oversee the maintenance and organization of administrative documents, including but not limited to department projects, policies, procedures, rates, rules, regulations, forms, and notices.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Graduation from an accredited college with a bachelor's degree in Business Administration, Accounting, or Finance, AND five years of increasingly responsible business administration; OR an equivalent combination of education, training, and experience.

LICENSE AND CERTIFICATION REQUIREMENTS:

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

Knowledge of:

- Accounting principles, practices, procedures, and techniques.
- Concepts, theories, principles, methods, and practices of organizational administration.
- Cost accounting procedures, practices, and their relationship to budgeting.
- Research and statistical methods.
- State, federal, and local laws and regulations.
- Report preparation and presentation methods.
- Principles and techniques of grant funds management.
- Grant writing and application procedures.
- Computer software applications used to create spreadsheets and analyze data.
- Supervisory principles and practices.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Exercising extreme discretion when dealing with the public and employees on sensitive or confidential matters.
- Gathering pertinent facts, making thorough analyses, and arriving at sound conclusions.
- Reporting information in clear, complete, and logical form.
- Working independently or as part of a team to organize and complete detailed assignments with minimal direction.
- Conducting organizational and procedural studies and preparing comprehensive reports.
- Recommending and implementing goals and objectives for providing effective services.
- Properly interpreting and making decisions in accordance with laws, regulations, and policies.
- Organizing and maintaining accurate records of activities and projects; preparing and administering an operating budget.
- Simultaneously directing various work activities consistent with goals and priorities.

- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and applying safe work practices.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment and is occasionally subject to outdoor examination settings with exposure to diverse weather conditions such as wind, heat, cold, and rain. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting, and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, evenings.

Department Head Approval

Date

Human Resources Officer Approval

Date