



NORFOLK AIRPORT AUTHORITY

2200 Norview Avenue
Norfolk, VA 23518

Begin a challenging career with the Norfolk Airport Authority, a political subdivision of the Commonwealth of Virginia. Our mission is to manage the operation, maintenance, development and marketing of Norfolk International Airport and to serve the air transportation needs of southeast Virginia and northeast North Carolina.

Job Title: ACCOUNTING ASSISTANT – ACCOUNTS PAYABLE
Position Number: 102-06-003
Shift Schedule: 8:30 AM – 5:00 PM, MONDAY THROUGH FRIDAY
Starting Hourly Rate: \$21.90 PER HOUR
\$45,542.84 ANNUAL

JOB SUMMARY: This position is primarily responsible for maintaining complete accounts payable records, end-of-month statements, and posting information.

PRIMARY RESPONSIBILITIES: This job description lists only the usual major job duties normally assigned to this position, but does not restrict the performance of other duties assigned by the supervisor.

1. Responsible for performing bookkeeping functions as directed.
2. Maintain vendor files and accounts payable ledgers.
3. Maintain and monitor Authority expense accounts.
4. Reconcile monthly billing statements from vendors.
5. Process purchase orders and maintain requisitions.
6. At the end of each month, or as may be required, assist in preparation of required financial statements and other reports.
7. Adhere to all Authority personnel policies and departmental guidelines.
8. Perform other clerical duties as assigned and directed.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

1. High school graduate or equivalent with a minimum of one (1) year of business school with emphasis on bookkeeping and accounting.
2. Should have a minimum of two (2) years experience related to accounts payable.
3. PC proficient in Microsoft Office Suite
4. Knowledge of MS Excel is required.
5. Must have the ability to multi-task.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of accounting procedures required.
2. Knowledge of the principles and practices of accounting.
3. Intermediate or advanced computer skills.
4. Excellent organizational, analytical and time-management skills.
5. Demonstrate excellent customer service skills.

EDUCATION AND/OR EXPERIENCE:

1. High school graduate or equivalent with a minimum of one (1) year of business school with emphasis on bookkeeping and accounting.



NORFOLK AIRPORT AUTHORITY

2200 Norview Avenue
Norfolk, VA 23518

PHYSICAL REQUIREMENTS: Sitting for long periods of time, bending, stooping, lifting (10 to 12 lbs.), climbing up and down stairs (when necessary).

Interested applicants must submit a Norfolk Airport Authority application form to:

Norfolk Airport Authority
Attention: Human Resources Department
2200 Norview Avenue
Norfolk, VA 23518

Application forms must be received by:
4:00PM on Friday, June 15, 2018

Norfolk Airport Authority is an affirmative action/equal opportunity employer.
All qualified applicants are encouraged to apply.
EOE F/M/Vets/Disabled