



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 – GENERAL
Position Number: 102-06-001
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 assists the Finance Department through clerical and accounting functions.

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. Perform various clerical and support activities as assigned, including organization and filing.
2. Assist in accounts receivable including preparation of billing statements and reconciliation of accounts.
3. Maintain telephone system billing and accountability to tenants.
4. Coordinate office supply purchases and petty cash disbursements.
5. Organize and distribute monthly/annual financial statements, budgets and statistical data as supplied by the department.
6. Adhere to all the Authority's personnel policies and departmental guidelines.

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 accounting.
2. General skills will include typing 45 words per minute.
3. PC proficient in Microsoft Office Suite.
4. Should have a minimum of one (1) year experience related to accounting and/or administration.
5. Must have the ability to multi-task.
6. Assists in other departments as directed.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

EDUCATION AND/OR EXPERIENCE: High school graduate or equivalent with a minimum of one (1) year of experience in on administration and accounting preferred.

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



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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