



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 to serve the air transportation needs of coastal Virginia and northeast North Carolina.

Job Title: ACCOUNTS RECEIVABLE ACCOUNTANT
Position Number: 102-06-004
Work Schedule: 8:30AM – 5:00PM, MONDAY - FRIDAY
Starting Rate: \$22.55 PER HOUR
\$46,909.12 ANNUAL

JOB SUMMARY:

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

ESSENTIAL FUNCTIONS:

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. Maintain accounts receivable ledgers.
2. Work with Authority customers to generate invoices and process payments.
3. Review leases and contracts for key terms and conditions.
4. Prepare statistical reports of operations by airlines and other tenants.
5. Assist in preparation of required financial statements.
6. Adhere to all Authority personnel policies and departmental guidelines.
7. Perform other clerical duties as assigned and directed.

MINIMUM QUALIFICATIONS:

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

1. One (1) year of business school or equivalent. Associates degree preferred.
2. Three (3) years' experience related to accounting or auditing.
3. Excellent written and verbal communication skills.
4. Excellent with Microsoft Office suite.
5. Ability to organize work and meet deadlines.
6. Knowledge of the principles and practices of accounting.
7. Understanding of internal controls related to revenue processes.
8. Excellent organizational, analytical and time-management skills.
9. Demonstrate excellent customer service skills.

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

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

Application forms are available in the Human Resources office or on our website
www.norfolkairport.com/employment

CLOSING DATE: Application forms must be received by 4:00 PM on Tuesday, April 16, 2019.

Norfolk Airport Authority is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

Equal Opportunity Employer/Veterans/Disabled