



POSITION: Airport Office and Finance Manager  
LOCATION: Lewiston-Nez Perce County Regional Airport  
Lewiston, Idaho

#### JOB SUMMARY:

The full-time Airport Administrative Officer assists the Airport Director with day to day administrative tasks associated with the operation of the LWS Airport. Position demands a high level of professionalism and involves multiple duties including: overseeing the budgeting, human resources, payroll, grant applications, federal and state reporting, accounts receivable and accounts payable, customer service, and other tasks as assigned by the Airport Director.

#### Preferred Education & Experience

- Bachelor's degree in Business Administration, or Finance/Accounting desirable
- Knowledge of QuickBooks
- Knowledge/experience with Human Resource responsibilities
- Knowledge/experience with AP, AR, Government Grants
- Knowledge/experience in city, county, state, or federal offices

*A combination of education and experience may be considered.*

#### Regular and Expected Tasks

- QuickBooks bookkeeping including, accounts payable, accounts receivable, and payroll to ensure work is completed accurately and efficiently.
- Responsible for the Human Resources.
- Prepares and maintains Federal and State reports.
- Prepares agenda packets for the Airport Authority Board meetings; attends Authority Board meetings to take and prepare meeting minutes.
- Receives and directs incoming calls, email inquiries, and visitors.
- Opens, sorts and distributes mail.
- Sets up and maintains files and record keeping systems; files and retrieves documents as necessary.
- Assists the Airport Director and Operations Supervisor with security requirement documentation.
- Alternate Airport Security Coordinator (ASC)
- Assists the Airport Director with marketing and advertising and maintain social media.
- Any additional duties as assigned by the Airport Director.

#### Knowledge, Skills & Abilities

##### Knowledge of:

- Must be proficient in the accounting software QuickBooks
- Must have knowledge of Human Resource practices
- Must be proficient in Microsoft Word and Microsoft Excel

- Effectively communicate with airport tenants, and other airport personnel in person, in writing, or by phone
- Ability to operate a computer and a tablet
- The use of a telephone, computer, printer and other office equipment
- Accounts Payable, Accounts Receivable, and payroll practices and procedures
- Quarterly tax filings
- Track federal grants
- Lease Management

#### Ability to:

- Communicate effectively - both verbally and in writing
- Follow written and verbal communications
- Work independently and maintain flexibility with regard to fast changes in task assignments as well as multiple task assignments
- Learn and follow department policies, procedures, and protocols
- Develop and maintain effective working relationships with federal, state and local agencies, board members, legal counsel and the public
- Maintain sensitive and confidential information
- Establish meaningful goals and priorities
- Respond appropriately to emergency situations

#### Working Conditions

- Typically sits at a desk; occasionally walks, stands or stoops, ascend/descend stairs, ramps and the like using feet and legs, and/or hands and arms.

#### Special Requirements

- Must possess a valid Driver's License
- Must be able to pass and maintain a Security Threat Assessment and a 10 Year Criminal History Records Check

#### Salary and Benefits

- Salary Range - \$45,000-\$52,000 based on experience. Full benefit package including: paid vacation, sick-time, health insurance, retirement, life insurance, and holidays.