



Accountant

GENERAL SUMMARY

Under the direct supervision of the Vice President - CFO, this position is responsible for performing Accounts Payable, Accounts Receivable, and General Ledger functions and processing payroll. Prepares financial reports for Vice President – CFO review.

ESSENTIAL FUNCTIONS

- Accounts Payable / Receivable
 - Receives all invoices, packing slips, and bills.
 - Enters invoices, issues checks for mailing, and files paid invoices.
 - Makes bank deposits using remote scanner and deposits cash at bank.
 - Posts to all accounts.
 - Prepares invoices on designated schedule to tenants, airlines, and concessionaires (including monthly statements for rent, utilities, concession, and other fees).
 - Records and deposits Passenger Facility Charges (PFC) receipts.
- General Ledger
 - Prepares and posts monthly journal entries and runs financial reports for Vice President - CFO review.
 - Reconciles investment accounts (excluding checking).
 - Assists in annual budget preparation.
 - Assists the Vice President – CFO with the preparation and completion of annual audit.
- Payroll
 - Bi-weekly processing all aspects of automated company payroll.
 - Maintains records of employees' paid time off.
 - Submits bi-weekly reports for all employee's deferred comp and MERS (pension) contributions.
 - Submits monthly reports to MERS.
- Leases
 - Enters new lease information in Empower software.
 - Calculates CPI adjustments to rent and sends notifications to tenant.
 - Updates lease files and agreements.
- Miscellaneous
 - Prepares annual All-Cargo carrier report for FAA.

MINIMUM QUALIFICATIONS

- Associates degree in Accounting, Finance, or similar field required. Bachelor's degree preferred.
- Three years' experience in accounting, payroll, or related work required.
- Strong knowledge of Excel required.

COMPENSATION

The Accountant is an exempt position with a pay range between \$34,625 – \$56,109 annually, and a comprehensive benefit package offering:

- Health Insurance
- HSA or FSA
- Life Insurance
- Retirement Savings
- Dental Insurance
- Short and Long-Term Disability
- Health Care Saving Plan
- Vision Insurance
- Paid Time Off

HOW TO APPLY

Please submit in PDF format or Word document a cover letter, resume, and references with contact information to: hr@craa.com