The Boca Raton Airport Authority Invites Applications for Finance and Administration Manager

The Finance and Administrative Manager is responsible for all financial reporting, accounting practices and budgeting processes on behalf of the organization. This role will manage the audit process, monthly financials, accounting record keeping, vendor contract compliance, accounts receivable, accounts payable, grants management, and payroll. The incumbent will identify and implement best business practices for personnel administration, lease administration, insurance and risk protection, community outreach and communication, and business development. The Finance and Administrative Manager will also be responsible for the human services and human relations activities including compensation and benefits, performance management process, onboarding, employment manual compliance, and training and development of all staff.

Salary and Benefits

The salary range for this position is $73,717 - $110,575. The Airport Authority also offers an attractive benefits package that includes a 401(A), Deferred Compensation, health benefits and an annual performance incentive.

Position Requirements

Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, Mathematics, Finance or Accounting**.** Five years' experience with progressive responsibility and demonstrated supervisory duties, preferably at an airport**.** Experience in public accounting is preferred.

Please email your resume and expression of interest to Clara Bennett, Executive Director at clara@bocaairport.com no later than October 30th.