



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: GENERAL ACCOUNTANT
Position Number: 102-06-001
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 generating monthly reporting within the Finance Department and through certain Accounts Receivables and Accounts Payables functions.

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. Generates and distributes monthly/annual financial statements, budgets and statistical data as supplied by the department.
2. Performs various accounts receivable and accounts payable functions in conjunction with the AR Accountant and AP Accountant.
3. Maintains telephone system billing and accountability to tenants.
4. Coordinates office supply purchases and petty cash disbursements.
5. Performs various clerical and support activities as assigned, including organization and filing.
6. Adheres to all the Authority's personnel policies and departmental guidelines.

SKILLS AND QUALIFICATIONS:

1. High school graduate or equivalent with a minimum of one (1) year of business school with emphasis on accounting. Associates Degree preferred.
2. Three (3) years accounting 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.

PHYSICAL DEMANDS:

Sitting for long periods of time, bending, stooping, lifting up to 12lbs, 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 Friday, May 24, 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