



JOB TITLE: CAPITAL AND PLANNING MANAGER
DIVISION: FINANCE & ADMINISTRATION
RESPONSIBILITY CENTER: 920

JOB CODE: CAPPLANM
FLSA STATUS: EXEMPT

GENERAL FUNCTION:

Under the administrative direction of the Director of Finance and Accounting, is responsible for the tracking, control and coordination of all capital spending including CIP projects and capital equipment, and related grants and other financing within the finance function of the Authority. Also responsible for the development, coordination, review and implementation of the annual operating, CIP and capital equipment budgets and is responsible for assisting in the year-end close and annual audit. Directs the accounting operations of related entities. Directs the day to day activities and provides supervision to the Budget Analyst and Capital Bookkeeper positions.

MAJOR DUTIES AND RESPONSIBILITIES:

Maintains a system for the tracking, control and coordination of all capital spending including CIP projects, land acquisition, capital equipment and major maintenance projects. Also maintains a system for the tracking, control and reporting of federal and state grants and all other capital funding sources while ensuring compliance with applicable laws/regulations. Leads the annual budget process. Maintains the computerized fixed asset system which controls all records of land, facilities and equipment and to ensure proper recording of additions, retirements and related sponsor and grant depreciation. Responsible for providing, on an ongoing basis, programs for the reporting and control of all capital projects and fixed assets. Compiles and summarizes revenues, expenses, capital expenditures and all other additions/deductions from income. Compiles operating expenses by cost area (airfield, apron, terminal, ground transportation) for the development of rates and charges for airline and other tenants. Analyzes, on a monthly basis, actual results versus budgeted, and provides explanations of significant differences. Directs the accounting operations of related entities. Assists with month and year-end close and annual audit. Conducts special projects as assigned. Directs and supervises the activities of the Budget Analyst and the Capital Bookkeepers.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the incumbent of this job. Incumbent may be requested to perform job-related tasks other than those specifically presented in this description.

COMMUNICATIONS WITH OTHERS:

Internal: Maintains a working relationship with all departments and various levels of employees.

External: Interacts with contractors, independent auditors, legal counsel, consultants, business partners and representatives from federal, state and grant administering agencies

EMPLOYMENT STANDARDS:

Knowledge and Ability: A Bachelor's Degree in accounting or a related field from an accredited college or university. Responsible for performing all job duties with due regard to safety and security requirements. Must be proficient in Microsoft Office (including Word and Excel, Access is a plus) as well as knowledge of a major ERP software program such as Oracle, SAP, J.D. Edwards or Microsoft Great Plains. Must conduct all duties with tact in a firm but not argumentative manner

so as to be objective in all dealings with members of the public and airport tenants or business partners.

Experience: Four (4) years of highly responsible related work in the public or private accounting career field. Must have at least two (2) years of supervisory experience.

Apply at: [LRAA Careers](#) or www.flylouisville.com

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