

## **Metropolitan Knoxville Airport Authority Invites Applications For Vice President of Finance & Administration**

The Metropolitan Knoxville Airport Authority is seeking a Vice President of Finance & Administration who will be responsible for management, administration, planning and directing the overall assigned administrative, financial, accounting, and properties (airline) management functions. The position is the chief financial officer of the Metropolitan Knoxville Airport Authority (MKAA) and will manage and supervise staff in achievement of department objectives. The incumbent will also participate and contribute to the executive management team and coordinate work objectives with other departments. MKAA owns and operates McGhee Tyson Airport (TYS) and Downtown Island Airport (DKX) located in Knoxville, Tennessee.

### **The Vice President of Finance and Administration is responsible for:**

- The overall maintenance of accurate accounting records and the preparation of financial and statistical management reports.
- The preparation and monitoring of the budget.
- The development of and collection of revenues
- The controls over cash disbursements.
- The investment of surplus funds.
- Coordinating the Airport Authority's independent audit and monitors the Internal Auditor's review of tenant accounts.
- Coordinating property and real estate acquisitions.
- Administering the acquisition of the risk management products and services.
- Administration of the funding components of state and federal grant programs and coordinates financing for capital projects.
- Serving as the contract administrator and properties (airline) manager for the Airport Authority.
- Assisting with solicitation of bids and proposals for airport services.
- Assisting the President in negotiating contracts.
- Assisting the Airport Authority's legal counsel in drafting contracts and agreements related to finance and funding.
- Oversight of the ground transportation program

### **Qualifications**

- Bachelor's Degree in Accounting, Finance or a related field.
- Masters in Business Administration, Certified Public Accountant (CPA), Certified Financial Manager (CGFM) and aviation industry certification are preferred qualifications.
- Thorough working knowledge of regulations, laws, and requirements that correlate to administering the financial functions of a commercial service airport.
- A personal, criminal, and employment background check is required for this position.
- Eligible to work in the US.

### **Salary & Benefits**

Salary Range for this position is currently \$79,000 to \$147,000 with a very comprehensive benefits package. Relocation expenses would be a term of negotiation with selected candidate. For instructions on how to apply, please [click here](#) to see the recruitment brochure, or visit the searches tab at [www.adkexecutivesearch.com](http://www.adkexecutivesearch.com).

**Posting closes February 2, 2018.**