



**JOB OPPORTUNITY
DIRECTOR OF FINANCIAL SERVICES
UNCLASSIFIED**

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Open To: The Public
Location: Bradley International Airport - Windsor Locks, CT
Job Posting No: CAA1301
Hours: Monday to Friday - 8:30 a.m. to 5:00 p.m.
Salary: Negotiable
Closing Date: June 26, 2013, 2013

Eligibility Requirement: N/A

Summary of Position: As a member of the Connecticut Airport Authority (CAA) senior management team, this position is responsible for planning and directing the financial services activities for the CAA, including Bradley International Airport (Bradley) and Connecticut's five General Aviation Airports (GAAs). These activities include budget preparation and administration, including tracking expenditures to ensure that budgetary levels are complied with; analyzing the financial impact of proposed regulations, legislation and CAA policy and programmatic changes; preparing various financial reports and projections; recommending appropriate financial strategies and options to address CAA needs; preparing revenue projections and recommending rate and revenue structures to meet CAA operational needs; purchasing goods and services for CAA facilities, operations, managers and staff; processing payments to vendors and others doing business with the CAA; receiving payments received from business partners and others doing business with the CAA; preparing grant proposals in conjunction with CAA operational managers; and interacting with federal, state, airline and other current and potential business partners and officials while representing the needs of the CAA in various matters and transactions. Works on an interdepartmental basis with other managers and staff to assist in the achievement of established organizational goals.

Knowledge, Skills and Abilities: To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily and independently. The requirements listed are representative, but not necessarily all-inclusive of the knowledge, skill, and/or ability required to do so:

- Considerable knowledge of and ability to apply business management principles and practices.
- Considerable knowledge of financial planning, control and analysis, budgetary preparation and control and accounting procedures, including governmental budgeting, accounting and GAAP principles and practices.
- Considerable interpersonal skills and the ability to interact with and coordinate with airport partners including airlines, consultants and contractors, tenants, lessees, businesses, State, federal, regional and local officials and other departments within the CAA .
- Considerable knowledge of relevant State and federal laws, statutes and regulations.
- Knowledge of grant application and management procedures.
- Considerable negotiating and contract management skills.
- Considerable planning and project management skills.
- Considerable supervisory experience.
- Considerable ability to analyze and evaluate complex financial data.
- Considerable oral and written communications skills.

General Experience:

- Bachelor's degree from an accredited college or university with a major in accounting, finance or a closely related field preferred.
- 10+ years of experience in financial management in a large business or governmental organization having responsibility for budget preparation and administration, accounting, and financial planning, control and analysis.
- Three (3) years of the experience must have been in a managerial capacity responsible for overseeing financial management functions, including budget development.
- CPA strongly preferred.
- Experience with airport/aviation-related financial management activities, transactions and programs preferred.

Character Requirement: An individual serving in this position must be able to successfully undergo a thorough background and security screening, including being fingerprinted, and maintain required security clearance during the duration of employment.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter and a resume to:

Ron Frost
The Connecticut Airport Authority
rfrost@ctairports.org

THE CAA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER