



## Finance Department Assistant

The Kenton County Airport Board (owner and operator of the Cincinnati/Northern Kentucky International Airport) has an opening for a Department Assistant in the Finance Department. This individual will provide general administrative support to the Finance Department Controller.

The incumbent is responsible for any or all of the following Core Essential Functions:

1. Answers telephones and/or receives visitors. Takes messages and responds to routine calls/inquiries referring more complex calls/inquiries to appropriate person(s).
2. Collects, opens, and distributes mail.
3. Types simple letters, memos, correspondence, etc. as assigned.
4. Performs miscellaneous assignments such as: copying, faxing, filing, maintaining inventory of office supplies, mailings, etc.
5. Assists other positions as required.

Incumbent is responsible for performing any or all of the following Essential Functions which are specific to the Finance Department:

1. Processes petty cash requests, distributes cash, etc. ensuring adherence to policy.
2. Reconcile and maintain balance of above.
3. Update internally maintained checkbooks daily and balance to online activity.
4. Take deposit to bank daily.
5. Track leave time balances for department personnel.
6. Count and distribute payroll checks, maintain payroll check spreadsheets.
7. Perform verification procedures on all check disbursements; verify payee, sequence, address, etc.
8. Perform Positive Pay Procedures daily, verifying actual bank disbursement activity against KCAB disbursement records.
9. Perform statutorily required audit procedures related to Passenger Facility Charges.
10. Maintains and schedules calendar of appointments, meetings, and travel itineraries.
11. Places purchase order requisitions through Oracle financial system.
12. Maintains files of assigned records for all sections of Finance.
13. Types letters, memos, correspondence and large sections of legal documents.
14. Creates basic spreadsheets and performs basic analyses.
15. Retrieves requested information for external auditors and other customers.

Applicants must have a High School Diploma or related vocational training with up to three years related experience. Individual must have familiarization with basic concepts that are applied to work/projects of very narrow scope. Applicants must also have basic related job knowledge and a working knowledge of office automation. Applicants must have effective written and oral communication skills and have a working knowledge of Microsoft Office applications including Microsoft Word and Excel. Applicants must be able to work with confidential information and have strong communication and public relations skills. The applicant must have the ability to establish and maintain effective working relationships.

You may obtain an application from [cvgairport.com/jobs](http://cvgairport.com/jobs) or you may apply in person at the Kenton County Airport Board, Terminal 1, first floor, Monday – Friday from 8:00 a.m. – 5:00 p.m. **OR** send resumes to the Kenton County Airport Board, P.O. Box 752000, Cincinnati, OH 45275-2000. Attn: Human Resources. Position opened until filled.