

**Lynden Pindling International Airport  
Nassau Airport Development Company Ltd.  
JOB DESCRIPTION**

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<b>TITLE</b>	<b>Controller</b>
<b>DEPARTMENT</b>	<b>Finance</b>
<b>DATE</b>	<b>May 2017</b>

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**JOB PURPOSE**– This position is responsible for formulating the policies, procedures, systems and controls required to direct the company’s accounting function, as well as monitoring and interpreting financial information to provide guidance and support to ensure corporate strategic objectives are achieved.

**REPORTS TO** – Director of Finance

**QUALIFICATIONS**–

- Bachelor’s Degree in Accounting or Business Administration; Professional Accounting Designation (CA; CPA; ACCA; etc.).
- Four years or more experience in a similar position.
- Experience in a management or supervisory role.
- Adept at operating in a computerized financial environment including the utilization of integrated financial accounting system software and hands-on experience with standard office automation software. Proficiency with Microsoft Office software, specifically Microsoft Excel.
- Ability to handle multiple tasks, interact professionally with staff, stakeholders, lenders and clients. Analytical, problem-solving and effective communication skills.

**KEY RESPONSIBILITIES**–

- Manages the overall direction, coordination, and evaluation of the accounting department, including preparation of timely financial statements
- Safeguard company’s assets and ensure accurate and timely recording of all transactions by implementing disciplines of internal audits, controls and checks across all departments
- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner; process and submit statutory remittances on time
- Assistance with the development of annual budgets and periodic forecasts
- Conversion of financial information into useful information to manage the organization
- Annual audit
- Review, reconciliation and approval of all balance sheet and income statement account schedules, accruals
- Management of daily banking relationships and administration, and management of currency conversions
- Creation and maintenance of accounting and audit policies, procedures, and audit controls
- Internal auditing of business practices, procedures and concessionaires
- Obtain Central Bank consents as required in relation to daily banking activities
- Transaction reporting to Central Bank as required
- Ensure integrity of data and accounting systems, parking payment system and collections
- Maintenance of accounting and billing system software packages
- Confirm and approve correctness in monthly bank reconciliation and cash position
- Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
- Review/Update of Accounting procedures manual

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**Note:** The preceding information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.