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

TITLE	Manager, Revenue
DEPARTMENT	Finance
DATE	March 2018

JOB PURPOSE – This position is responsible for the proper accounting of revenues received;receivables billing, credit and collection, compilation of the annual revenue budget and maintenance of the Accounts Receivable ledger.

REPORTS TO– Financial Controller

QUALIFICATIONS–

- Bachelor's degree in accounting, finance or a related area; knowledgeable of accounting practices, business principles and broader economic conditions
- Three years' experience in a similar positionwith focus on financial reporting of revenue cycle activity.
- Adept at operating in a computerized PC based financial environment including the utilization of integrated financial accounting system software and hands-on experience with standard office automation software.
- Ability to handle multiple tasks, interact professionally with staff. Strong analytical, problem-solving and effective communication skills.
- Ability to work with strict deadlines, within a team environment, have exceptional leadership skills, and be organized and able to meet deadlines in a timely manner.

KEY RESPONSIBILITIES–

- Supervising the Receivable Billing and Collection functions including the Revenue Team.
- Work with the billing and collections teams to develop and to implement systems and procedures that help identify the causes and sources of revenue variation.
- Putting systems in place to improve billing speed while ensuring best practices in revenue cycle reporting and analysis.
- Identify revenue control risk and develop and implement revenue control plans; monitor and evaluate the effectiveness of the revenue control plans.
- Preparing monthly, quarterly and annual reporting and analysis of all revenue variances, major receivables and A/R trends.
- Review and approve journal entries and closing files.
- Coordinate and reconcile activity of IATA in collection process
- Analysis of revenue activity and trends (including passenger and airline movement statistics), including variance to budget analysis, assistance with yearend forecasting based on historical activity and analysis of financial and business operations data to estimate future revenues
- Publication of aged accounts receivable listing
- Prepare annual revenue budget
- Management of collection process, including arrangements to settle overdue customer accounts.
- Maintain parking cashflow and historical collection activity files, and ensure accuracy in daily cashier shift reports
- Oversee the setup of new vendors and customers
- Review and update accounting procedures as they relate to revenue;manage enhancements to billing system and procedures as required
- Assist with yearend audit procedures
- Assistance with publication of the airport's tariff of fees and charges
- Review of leases and other revenue contracts to ensure accurate billing and revenue collection.
- Respond to general enquiries from Internal/External Customers