

CAREER OPPORTUNITY

Manager, Revenue, Finance Department

JOB SUMMARY: 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.

KEY DUTIES AND RESPONSIBILITIES:

- Lead Receivable Billing and Collection functions including the Revenue Team;
- Forecasting revenue performance based on historical activity and analysis of financial and business operations data to estimate future revenues;
- 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;
- Ensure systems are 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;
- Preparation of monthly, quarterly and annual reporting and analysis of all revenue variances, major receivables and A/R trends;
- Reviews and approves journal entries and aged accounts receivables listing;
- 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;
- Prepare annual revenue budget;
- Management of collection process, including arrangements to settle overdue customer accounts;
- Maintain parking cashflow and historical collection activity files, and ensures accuracy in daily cashier shift reports;
- Oversee the setup of new 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;
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in accounting, finance or a related area; knowledgeable of accounting practices, business economic conditions, qualified accountant would be considered an asset
- Relevant experience in a similar position with focus on financial reporting of revenue cycle activity
- Refined skills with MS Office including Excel; familiarity with software programs used in conducting quantitative analysis, knowledge of Navision (NAV) software
- Ability to handle multiple tasks, interact professionally with staff. Strong analytical, probing-solving and effective oral and written communication skills
- Ability to work with strict deadlines, within a team environment, have exceptional leadership skills and be organized and able to meet mandatory deadlines
- Ability to make independent judgement and decisions while taking ownership of job responsibilities

Resumes and certificates should be forwarded via email to people@nas.bs on or before **August 22, 2019.**

Only short-listed candidates will be contacted.