



CAREER OPPORTUNITY MANAGER, REVENUE FINANCE DEPARTMENT

JOB SUMMARY: – This position is responsible for the proper accounting of the Company's revenues including billing, receivables, credit and collection, compilation of the annual revenue budget and maintenance of the Accounts Receivable ledger.

QUALIFICATIONS: –

- Bachelor's degree in accounting, finance, or a related area.
- Designation from a recognized professional association would be an asset.
- Four (4) years' experience in a related area with focus on financial reporting of revenue cycle activity.
- Knowledge of accounting practices, business principles and broader economic conditions.
- Advanced proficiency in Microsoft Excel and other data-related software, experience with Microsoft Dynamic Navision (NAV) would be an asset.
- Excellent communication and interpersonal skills
- Ability to multitask in a fast-paced environment
- High level of self-motivation and attention to detail
- Strong problem-solving skills and strategic thinking
- Ability to work independently and as part of a team
- Have exceptional leadership skills and interact professionally with staff.
- Ability to organize, prioritize, and delegate responsibilities effectively in order to meet deadlines.

KEY DUTIES AND RESPONSIBILITIES: –

- Lead the Revenue Team, including the Billing, Receivable, and Collection functions.
- Develop and implement systems and procedures that help identify the causes and sources of revenue variation.
- Upgrade systems as necessary to improve billing efficiency, ensuring best practices in revenue cycle reporting and analysis are adhered to.
- Identify revenue control risk, develop, and implement revenue control plans, and monitor and evaluate the effectiveness of the revenue control plans.
- Prepare reports and analysis of all revenue variances and Accounts Receivable trends.
- Review and approve journal entries and closing files.
- Coordinate and reconcile activity of the collection process.
- Analysis of revenue activity and trends (including passenger and airline movement statistics), including variance to budget analysis, assistance with forecasting based on historical activity and analysis of financial and business operations data to estimate future revenues.
- Prepare annual revenue budget.
- Management of collection process, including arrangements to settle overdue customer accounts.
- Maintenance of accounting and billing system software packages.
- Ensure integrity of data and accounting systems, parking payment system and collections.
- Maintain parking cashflow and historical collection activity and ensure accuracy in daily cashier shift reports.
- Oversee the setup of new customers.
- Review and update accounting procedures as they relate to revenues as required.
- Assist with year-end audit procedures, including supporting analysis and audit schedules.
- Assist with publication of the airport's tariff of fees and charges.
- Review of financial section of leases and other revenue contracts to ensure accurate billing.
- Respond to general enquiries from Internal/External Customers.

Resumes and certificates should be forwarded via email to people@nas.bs on or before Monday, July 31, 2023.

Please indicate the position you are applying for in the subject field.