



Rhode Island

Airport Corporation

EXTERNAL JOB POSTING VACANCY PVN# 2023-03

Candidates for this position must pass a practical test and oral interview with a score of 70% or higher.

Job Title: Accounting Clerk
Department: Administration and Finance
Reports To: AVP Accounting
Union Status: Union
Shift: Mon – Fri 8:30am To 4:00pm
Pay Rate: \$41,320.00

Summary: Perform professional accounting work of a relatively complex nature. Responsible for maintaining, generating, tracking, analyzing and/or recording of: (1) Accounts Payable Records; (2) Accounts Receivable Records; (3) Tenant Invoicing; (4) Reconcile bank accounts; (5) PFC Reports; (6) Aviation Registrations; (7) Aviation Statistical Reports; and (8) Various other related accounting functions.

Essential Duties and Responsibilities: Other duties may be assigned; the essential duties and responsibilities include the following:

- Process vendor invoices, including matching invoices to purchase orders or check requests and obtaining proper approvals for payment;
- Resolve purchase order discrepancies and review open purchase orders;
- Answer inquiries and questions from vendors;
- Maintain accounts payable records and files;
- Generate invoices, statements and credit memos for tenants;
- Apply cash receipts to open tenant invoices;
- Analyze aging reports for collections and pursue delinquent accounts for payment;
- Work with property management department to set up new leases, change existing leases and collect outstanding debts;
- Track aviation statistics for invoicing and compile various reports to the FAA and the media;
- Issue annual aircraft registrations and decals, and maintain related records;
- Prepare daily bank deposits and related documents;
- Maintain, reconcile and replenish petty cash fund;
- Reconcile bank accounts;
- Complete credit application forms;
- Correlate and distribute the monthly department budget package;
- Process manual checks for miscellaneous payments;
- Prepare general journal, adjusting, reversing and accrual entries;
- Analyze general ledger accounts;

- Perform data entry, account inquiries and generate reports on computerized accounting system;
- Prepare and maintain computerized worksheets and supporting schedules which relate to job duties; and
- File, mail and perform word processing related to these functions.

Supervisory Responsibilities: None

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A working knowledge of the principles and practices of accounting;
- Working knowledge of computers, accounting software and various related software such as Windows, Microsoft Office and Access to accomplish tasks;
- Should have a positive attitude and the ability to work well with tenants, vendors, and co-workers;
- Close attention to detail on accounting ledgers;
- Effective written and verbal communications are required; and
- Must be able to carry out oral and written directions.

Education/Experience:

- Associates degree in accounting preferred;
- High school diploma with supplemental courses in accounting and computers acceptable;
- Minimum of two years' experience in accounting required; or
- Any combination of education and experience substantially equivalent to the foregoing.

Physical Requirements:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Significant staring at a monitor to perform typing and/or computing functions; and
- Prolonged periods of sitting.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position.

- Worksite is a cubicle delineated by portable dividers; and

- Climate controlled office environment

The Rhode Island Airport Corporation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Rhode Island Airport Corporation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

This organization welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application process. The decision to grant a reasonable accommodation request will be made on a case-by-case basis.