

Airports World Wide

Job Description

General Ledger Accountant

Reporting to: Financial Controller

Location: Orlando Sanford International Airport
Sanford, FL

General Responsibilities:

The General Ledger Accountant is position responsible for creating journal entries, assembling supporting documentation, tracking the contents of accounts and creating portions of the financial statements and the reporting package for Airports World Wide (AWW) entities.

Major Responsibilities and Functions:

- Enters all journal entries into the accounting software, including reversing and creating recurring.
- Understand and able to prepare consolidation, inter-company transactions, accruals and reconciliations including foreign currency accounting
- Balance sheet accounts reconciliations
- Understanding and experience managing Fixed Assets to assist with monthly depreciation, asset additions/disposals and transfer entries
- Assist with preparing monthly financial statements, forecasts and budgets
- Monthly balance sheet and P & L Fluctuation Analysis
- Month-end, quarter-end and year-end closing
- Experience with property, sales and use tax and franchise tax returns
- Respond to ad-hoc requests for financial information analyses and work on special projects.
- Interface with management in various departments, including operations, marketing, IT and legal.
- Assist auditors with journal entry

Qualifications and Experience:

- Associate or Bachelor's degree in Accounting, preferred.
- A minimum of three years general ledger accounting experience is required
- Experience with SAGE accounting software system, a plus.
- Strong Excel
- Strong analytical and problem solving skills
- Strong organizational skills
- Team player and have ability to work independently
- Excellent written and verbal communication skills, including ability to interact effectively with all levels throughout Company organization
- Ability to work independently

Health and Safety Responsibilities:

- Take all reasonable and necessary precautions to ensure personal health and safety, as well as that of co-workers and any other person(s).
- Report immediately to management all unsafe and unhealthy conditions.
- Report immediately to management all occurrences that cause injury or damage to any person or property.
- Comply with TBI's Environmental Safety and Health program and procedures.

Qualifications:

Working Conditions:

Physical Effort:

While performing the duties of the position, the employee is regularly required to sit, stand and walk for extended periods of time throughout the course of daily activities. The employee is occasionally required to climb, lift, balance, stoop, kneel, or crouch. The employee is required to work on a computer, in addition to doing paper work.

Mental Effort:

Position involves encounters with members at every level of the organization, employees, vendors, subcontractors and members of the public, and requires a sense of responsibility to provide a high level of service and accurate information. The position involves stress associated with responding to/solving problems. The position requires the exercise of discretion and independent judgment, as well as a creative approach to formulating responses and making recommendations regarding changes in company policy and/or procedures, as required. Operations are dynamic and situations may require immediate attention. This position requires a professional approach and demeanour under all conditions. It also requires a genuine willingness to assist persons with a wide range of requests and needs, including individuals with disabilities.

Normal Working Hours:

The normal working hours for this position will be Monday through Friday from 8:30 am to 5:30 p.m.