

AIRPORT ADMINISTRATIVE ASSISTANT

MidAmerica St. Louis Airport (BLV)

Created: July 12, 2021

Revised: N/A

Classification: Exempt

Status: Full Time

Reports to: Airport Director

Supervises: N/A

Beginning Annual Salary Range: \$50,000 - \$60,000

SUMMARY

Under the supervision of the Airport Director, this position supports the Airport's Administration and Finance Departments. The incumbent is responsible for performing a variety of administrative tasks related to general accounting, financial reporting, service agreements, data inputs, and all front office duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

1. Assists the Airport Director with schedules, events, and maintains stakeholder database.
2. Communication with board members and other elected officials
3. Assists with the development of Board agendas, packets, and associated correspondence.
4. Acts as liaison to public in response to inquiries
5. Updates internal manuals, policies, and SOPs
6. Composes, types, and proofreads correspondence, reports, marketing materials or other documents.
7. Mails/ships documents and packages
8. Prepares weekly and monthly accounts payable and payroll reports.
9. Operates and maintains the complete billing cycle: invoicing, accounts receivable, cash receipts, collections and/or account maintenance.
10. Maintains cash receipts and disbursement journals.
11. Maintains capital asset subsidiary ledger and reconciles to general ledger.
12. Ability to communicate effectively in writing and orally.

KNOWLEDGE AND ABILITIES

- Advanced knowledge of Microsoft Office suite
- Ability to effectively communicate, orally and written.
- Ability to establish and maintain effective working relationships and to work diplomatically with the public.
- Knowledgeable of administrative procedures and preparation, filing systems, office machine operations, and Business English.
- Ability to exercise independent judgment with minimal direct supervision and maintain confidentiality.
- Must be a self-starter and team player.
- Requires a positive attitude and a service orientation in working with the public.

- Must be accurate and have an attention to detail.
- Ability to adapt to the changing priorities of the Airport Authority.
- Knowledge of office practices, procedures, and standard record keeping.

EXPERIENCE AND EDUCATION REQUIREMENTS

- Bachelor’s degree (business administration preferred but not required) or equivalent education with one to three years of work experience in administration, office procedures; Position requires computer operations experience, including strong working knowledge of email, word processing and spreadsheet applications (advanced knowledge of Microsoft Office suite).

SPECIAL REQUIREMENTS

- Ability to pass a pre-employment drug screen.
- Ability to pass a background investigation to obtain unescorted Airport Identification/Access privileges.

PHYSICAL REQUIREMENTS

- Exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

Physical Activities

Stooping/ Bending	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles
Hand-arm Manipulation/Reaching	Manual control or manipulation of objects through hand and/or arm movements, which may or may not require continuous visual control
Repetitive Motions	Substantial movements (motions) of the wrists, hands, and/or fingers.
Finger Manipulation	Making careful finger movements in various types of activities; picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling; usually hand and arm are not involved to any great extent.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly
Hearing	Ability to receive detailed information through oral communication

Visual and Sound Requirements

Near-visual Differentiation	Seeing things within arm’s reach
--------------------------------	----------------------------------

Environmental Requirements

The position is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

**St. Clair County is an Equal Opportunity Employer*

**St. Clair County does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status,*

disability, and genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

**St. Clair County is committed to complying with the Americans with Disabilities Act. If an applicant requests a reasonable accommodation for purposes of completing the job application process, the County reserves the right to require professional documentation to confirm the need for accommodation.*

**St. Clair County requires non-residents, if appointed to an airport position, must establish residency within the limits of St Clair County, IL within six months.*