



298 Owen Roberts Drive, PO Box 10098
Grand Cayman KY1-1001, CAYMAN ISLANDS

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Job Description

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| Job Title: | Accounts Officer I – Accounts Receivables Officer | Job Category: | Finance |
| Department/Group: | Finance | Job Code/ Req#: | 30 |
| Location: | ORIA | Travel Required: | No |
| Level/Salary Range: | Grade P | Position Type: | Full-Time |
| Job Holder: | | | |

Job Purpose

As part of the Finance team, the Accounts Officer will provide advice, support and assistance to the Authority’s wider network of stakeholders including airlines, suppliers, partners, and customers as well as other CIAA and Finance staff.

The Accounts Officer’s primary role is to support and assist the Chief Financial Officer in the administration of the Authority’s financial accounts. Good management decisions rely heavily on accurate and timely presentation of financial information. As such the overall financial health of the Authority is supported through the delivery of effective accounts services. The role is to be performed with high standards of service to external and internal stakeholders.

Dimensions

As part of a small team, all Accounts Officers are expected to be competent and flexible in all areas of work. Work hours may require late evenings and weekend callouts due to emergencies arising.

Role and Responsibilities

- To be proficient in all areas of the Finance Department, mainly the functions of Accounts Receivable, Airline Billing, Cash Collections, Audit support, and reconciliations, scanning and filing
- Preparing and maintaining financial information accurately
- Reconcile manifest data with air navigation system information
- Reconcile manifest data with various Airlines
- Prepare monthly Landing, Parking and Tax invoices for distribution and file all supporting documents
- Reconcile invoices issued and payments processed at the General Aviation Terminal then enter data collected into the financial accounting system
- Prepare monthly Landing, Parking and Tax invoices for General Aviation Terminal clients for distribution and file all supporting documents
- Reconcile financial information with accounts and airline billing system information
- Prepare various monthly invoicing for distribution and file all supporting documents
- Reconcile financial information with accounts and bank information

- Provide advice and support to all clients and stakeholders
- Reviewing and analysing financial information and drafting reports and statistical analysis
- Research and resolve issues as necessary
- Assist in maintaining the central accounts receivables email inbox
- Assist in weekly cash collections
- Assist with monthly AR follow up and posting of receipts
- Maintain monthly filing for all digital and physical files of all areas

Qualifications and Education Requirements

- Must have an Associate's Degree in Accounting. Alternately, the preferred candidate will possess a High School Diploma with at least two (2) years' experience in at least one key field covering receivables management, payables, cash collections, car park management, reconciliations and scanning and filing
- An accounting technician certificate or other recognised accountancy qualification is an asset but not required

Preferred Skills and Experience

- Strong numeracy skills
- High attention to detail and accuracy
- Organising skills with the ability to work under pressure and to meet tight timelines
- Ability to prioritise multiple tasks to meet team deadlines
- Must display tact in dealing with passengers and with representatives of other airport service providers
- Good verbal and written communication skills
- Good time management skills
- Good working knowledge of spreadsheets and use of computerised accounting/payroll systems
- Ability to maintain confidentiality
- Ability to learn new processes and support continuous improvement
- Flexible and strong team player

Assignment & Planning of Work

- Work assigned by the CFO or designate
- Post holder must be self-motivated to achieve objectives without constant supervision

Supervision of Others

NIL

Other Working Relationships

Occasional liaison with Managers and staff from all departments.

Safety Responsibilities

The post holder has the following general safety responsibilities:

- To comply with the relevant safety requirements and procedures outlined in the pertinent Aerodrome Manual and/or any Appendices thereof, including CIAA Safety Management Manual (SMM) and any other duly approved Manuals, Safety Directives, and Safety Advisories
- To apply system safety measures as required by safety management procedures and instructions
- To advise the Chief Safety Officer of any safety occurrence or system failure



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- To identify and report any situation of potential risk or concern affecting system safety to the ORIA Airport Operations Control Centre, the CKIA Airport Manager and the ORIA ATC Manager
- Supporting safety audits as and when they occur
- Supporting safety investigations as and when they occur; and
- Complete an approved ICAO/IATA/ACI SMS Course or attend CIAA SMS Training Course each calendar year.

Safety Training & Education

As per Section 4 .1 of the CIAA SMS Manual (Vol. 2)

Additional Notes

The main challenge is time management. It is essential that timely and accurate reports be prepared to provide management with useful information for financial decision-making.

Working Conditions

Working conditions are normal office conditions, occasionally requiring extra time in order to meet planned or imposed deadlines.

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