



## Department of Human Resources

### **Invites applicants for the following position:**

#### **Cost Control & Reporting Specialist**

Requisition: COSTC01250

Under direction of the Director, Project Controls conducts cost control functions and departmental reporting for Nashville International Airport (BNA) capital and Vision projects.

#### **Essential Job Responsibilities:**

- Sets up and maintains approved project budgets, contract commitments, documents, user access and contract schedule of values in Procore. Updates budgets to reflect approved budget changes.
- Sets up invoice workflows and user permissions for budget and contract invoices in Procore.
- Creates logs, dashboards and reports using Procore's reporting modules.
- Maintains vendor data in Procore.

#### **Minimum Qualifications:**

- High School Diploma required.
- 4-7 years of related experience required.

**Accepting applications through:** Monday, July 1, 2019

**Starting Salary Range:** \$40,528 - \$55,140

#### **How to apply:**

Apply by visiting: [flynashville.com/careers](http://flynashville.com/careers)

A kiosk is available in the Human Resources Department located on the fourth floor of the terminal.

Human Resources, One Terminal Drive, Suite 501, Nashville, TN 37214

(615) 275-1622 Hours: Monday – Friday, 8 a.m. – 5 p.m.

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The Metropolitan Nashville Airport Authority is an Equal Opportunity Employer and Drug Free Workplace.

Employment with the Metropolitan Nashville Airport Authority is contingent upon the ability to be granted a security badge as mandated by the FAA. Post job offer background check will be conducted.