



Department of Human Resources

Invites applicants for the position of:

Accountant

Requisition: ACCOU01261

The Accountant is responsible for preparing journal entries, reconciling general ledger and sub-ledgers, providing ad hoc analyses, and researching and interpreting data to answer accounting and finance questions.

Essential Job Responsibilities:

- Reconciles various balance sheet and income statement accounts to the general ledger and sub-ledgers.
- Prepares bank reconciliations.
- Prepares and enters journal entries into general ledger.
- Records fixed asset additions and disposals. Calculates monthly depreciation. Prepares fixed asset rollforward.
- Receives vendor invoices, researches and resolves invoice discrepancies, and processes vendor invoices for payment.
- Uploads cash entries from the treasury system.
- Develops and maintains debt rollforwards and related workpapers.
- Generates accounts receivable invoices and posts cash receipts.
- Analyzes and reviews expenditures of grant funds to ensure compliance. Submits grant draws to the State of Tennessee, the Federal Aviation Administration, and other government agencies, as applicable. Monitors grant receivables. Generates reports and documentation to support grant closeout activities.
- Ensures accuracy of construction projects, including status, funding sources, and costs.
- Prepares and facilitates execution of retainage agreements for certain construction contracts.

Minimum Qualifications:

Required:

- Bachelor's Degree in accounting, finance, business or related field.
- 1 to 2 years of grant, general ledger, account reconciliations, or other related experience.

Preferred:

- 2 to 3 years of grant, general ledger, account reconciliations, or other related experience.
- Certified Public Accountant

Accepting applications: until filled

How to apply:

Apply by visiting: 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) 275-1782

Hours: Monday – Friday, 8 a.m. – 5 p.m.

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