**The City of El Paso Invites Applications For**

**Aviation Business & Finance Assistant Director**

The City of El Paso is seeking an Aviation Business & Finance Assistant Director to perform highly responsible management of the business, financial, budgets, accounting, revenue generation, procurement, investments, funding, airline rates and charges and administrative work for El Paso International Airport (ELP).

The Assistant Director directs and manages the financial planning, budget management and analysis functions and supervises record-keeping and the preparation of accounting reports and financial statements. This position leads negotiation of agreements with Airport tenants, including airlines, directs inspection of Airport properties to ensure compliance with lease agreements and serves as liaison between the Department and airline representatives. The Assistant Director manages the Department inventories and warehouse and conducts cost-benefit and statistical analysis as needed. The Assistant Director manages the Passenger Facility Charge (PFC) program. Important functions of this position are to develop and implement short- and long-term strategies to maximize airport revenues, and to research and evaluate the development and maintenance of internal controls.

**Position Qualifications**

The Ideal Candidate for this position will have a 4-year degree, from an accredited college or university, with a major in Business, Public, or Aviation Administration, Finance, Accounting or a related field and at least 6 years of professional aviation finance administration or properties experience, 2 of which are in a supervisory capacity. The successful candidate will have considerable aviation industry/management knowledge, focusing on finance and revenue generation.

**Salary & Benefits**

The salary range for this position is $91,480 - $163,130 with an attractive range of benefits. A starting salary near the top-of-range is possible for the exceptional candidate. Relocation assistance is available. For instructions on how to apply, please [**click here**](https://adkexecutivesearch.com/wp-content/uploads/2022/11/ELP-Aviation-Business-Finance-Assistant-Director.pdf) to see the recruitment brochure, or visit the searches tab at [www.adkexecutivesearch.com](http://www.adkexecutivesearch.com).

**Filing Deadline: January 15, 2022**