



GSP INTERNATIONAL
AIRPORT
ROGER MILLIKEN FIELD

**Greenville-Spartanburg Airport District
(Greer, SC)**

Invites applications for

Director of Finance



OVERVIEW

The Greenville-Spartanburg Airport District (District), owner and operator of the Greenville-Spartanburg International Airport (GSP), invites applications for the position of **Director of Finance**.

The Greenville-Spartanburg International Airport is an economic engine for the Upstate of South Carolina and is a vital partner for industries across the Southeast U.S. With business opportunities including air cargo, real estate, and general aviation, *the sky's the limit at GSP*.

Greenville-Spartanburg International Airport has a tremendous effect on the local economy and currently employs 230 workers. Over the last fourteen years, the Airport's economic impact has expanded significantly. Local jobs supported have quintupled from 3,692 in 2009 to 19,860 in 2023 and the Airport contributes a total of \$994.9 million in income locally as well as \$381.4 million in annual tax revenues. Overall activities generated by the Greenville-Spartanburg International Airport contribute \$4 billion in total economic output within the Upstate's economy (*2023 Economic Impact Study by Syneva Economics*).

With 2.56 million travelers and 157.4 million pounds of cargo, GSP is not only an economic generator for the region but also continues to grow and expand to serve its stakeholders. Its 2040 master plan was developed in 2019 to determine how GSP can best position itself to accommodate growing and changing aeronautical demands. Specific goals include enhancing the long-term fiscal sustainability of the Airport, promoting opportunities to capitalize on new infrastructure, and facilitating long-term Airport development strategies through thoughtful land use planning.

In 2022, Greenville-Spartanburg International Airport was named the Best Airport in North America (among airports serving 2-5 million passengers) by ACI World which is one of the highest recognitions that is awarded in the airport industry. In 2021, GSP received the ACI Adaptability Award for the concessions program modifications it made throughout the pandemic. And in 2019 and 2020 GSP's new concessions program was recognized by Airport Experience News as the Best Overall Concessions Program. The terminal has 13 gates and approximately 400,000 square feet of space.

The District completed a Terminal Area Expansion Study in 2021. This phase of expansion will include six to eight gates, baggage-claim facilities, outbound baggage system, expanded concessions and a new Federal Inspection Station (FIS) facility. Continued growth at GSP has been driven by the steadily growing local economy. In the last five years, there have been over \$8.4 billion invested in the region. The area is home to more than 250 international firms from 28 countries and has the most investment per capita in the United States.

Don't miss out on the opportunity to be a part of this world-class airport and contribute to its future success.

This vibrant, forward-thinking Airport is seeking a collaborative and strategic-minded Director of Finance to join its growing team.

THE OPPORTUNITY:

Director of Finance



*The Greenville-Spartanburg Airport District is seeking a collaborative and enterprising **Director of Finance** to develop and implement short- and long-term strategies to maximize the Airport District's long-term financial health. GSP offers a growing, interconnected and welcoming environment, and is pursuing a professional who can lead and direct strategic and financial initiatives as well as consistently identify opportunities for improvement.*

Overview Requirements & Qualifications

The District is seeking a **candidate with an entrepreneurial spirit** to lead the finance team by exhibiting District Values and ensuring financial reporting is accurate, timely, efficient, and presented in accordance with professional accounting standards and government regulations.

The ideal candidate will possess a minimum of seven (7) years of experience in a professional accounting or finance role with two (2) years in a management-level capacity. Two or more years of experience in airport and/or government is highly preferred. A bachelor's degree in Accounting, Finance, Economics, or related field is required. Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Internal Auditor (CIA), or other relevant professional accreditations are highly preferred.

The **Director of Finance** is responsible for all financial functions, processes, and systems of the Airport District. This includes the development, planning, implementation, and coordination of all financial accounting, reporting, budgeting, financial and cash forecasting, and investment management.

Work is performed under the supervision of the Vice President, Chief Financial Officer, though the District is seeking an individual who can exercise independent judgment and resourcefulness. The position currently supervises three direct reports.

KEY DUTIES AND RESPONSIBILITIES

The Director of Finance for the Greenville-Spartanburg Airport District reports to the Vice President, Chief Financial Officer and will be responsible for the following duties:

Personnel Management

- Applies a servant leadership approach, leading by example and holding people accountable. Develop employees for current and/or upcoming roles.
- Ensure employees have the tools, resources, and training necessary for success.
- Coaches, trains, and motivates employees in a collaborative environment.

Functional Duties and Responsibilities

- Leads Finance Team by exhibiting District Values:
 - Oversees, develops, and trains members of the Finance Team.
 - Establishes and communicates clear goals, priorities, and expectations.
 - Delegates tasks appropriately to Team Members.
 - Drives efficiency in manual tasks to effectively utilize Team talent.
 - Plans Team's work ahead of deadlines to spread work throughout the year.
 - Evaluates the need for additional staff and prepares clear justification for new roles.
- Plans, implements, and directs financial functions:
 - Ensures the financial reporting is accurate, timely, efficient, and presented in accordance with professional accounting standards and regulations.
 - Prepares Monthly and annual financial statements, complete with analysis and narrative required to contextualize results and identify trends.
 - Leads District through annual external audit with CPA firm.
 - Assists in development and implementation of Airline Rates and Charges.
 - Consistently seeks to identify opportunities to improve long-term financial health of the Airport District.
- Implements, directs, and oversees the following accounting functions:
 - General Ledger maintenance and reconciliation.
 - Accounts Receivable, including invoices and collections.
 - Timely deposit and recording of cash receipts.
 - Accounts Payable processing and review, ensuring timely disbursement to maintain vendor relations.
 - Maintains and improves accounting and control procedures, including cash handling, inventory management, and fixed asset reporting.
 - Accounting for fixed assets and recording depreciation and amortization.
 - Supervises all payroll processing and related quarterly and annual tax reporting.
- Manages the District's operating and excess cash balances:
 - Prepares regular cash flow projections.
 - Coordinates with leadership and external parties to invest surplus or reserve funds to obtain the highest possible return within the approved District investment policy, while maintaining an appropriate maturity schedule to ensure adequate liquidity for operations, capital purchases, and debt service.
- Coordinates, implements, and monitors the Budget Functions:
 - Manages the budget process from beginning to end.
 - Compiles and consolidates the budget information into useful reports.
 - Routinely monitors budget compliance.

- Administers Customer Facility Charge and Passenger Facility Charge programs:
 - Ensures accurate collections, accounting and use of CFC and PFC funds on a monthly basis.
 - Coordinates PFC annual external audit (Single Audit) with CPA firm.
 - Oversees application process and prepares applications, if necessary.
- Assists in Grant Administration:
 - Supports the grant reimbursement process.
 - Provides financial information for grant reporting, quarterly and annually.
 - Ensures timely and accurate filings of required regulatory financial reports.
- Represents the Airport Management Team in the following areas:
 - Assists with financial planning of projects as well as providing other financial data needed.
 - Interprets financial performance information for the management team and District Commission.
 - Provides financial information/updates to the District Commission.
- Manages, maintains, and monitors, all accounting and financial software systems:
 - Ensures the integrity and completeness of the information brought into the general ledger from other systems.
 - Takes ownership of systems, processes and functionality.
 - Actively seeks opportunities to improve and optimize systems.
 - Drives adoption of available system functionality to minimize inefficient manual processes.
 - Pursues cost-effective new technologies/systems.
- Assists the management team with financial and statistical information:
 - Provides and coordinates training and support for budgeting, payroll, accounts payable and other processes as needed.
- Designs, implements, and evaluates effectiveness in internal controls:
 - Evaluates all key financial processes for the existence of internal controls and evaluates sufficiency to detect and prevent errors.
 - Ensures safeguards for District assets are in place and are operating effectively.
 - Routinely evaluates the design of the financial systems for the effectiveness of systematic controls.
 - Suggest improvements to controls as needed.

Education and Experience Requirements

- Bachelor's degree in Accounting, Finance, Economics or a related field; an accounting degree is strongly preferred. Certified Public Accountant (CPA), Certified Management Accountant (CMA), Certified Internal Auditor (CIA), or another relevant professional accreditation highly preferred.
- Minimum of seven (7) years' experience in professional accounting or financial role with a minimum of two (2) years in a management-level capacity required.
- Two or more years of experience in an airport and/or governmental environment highly preferred.
- Professional Aviation certification(s) preferred.

Other Requirements

- Manage multiple and diverse activities and projects.
- Read and interpret detailed information (i.e., leases, contracts, financial reports, etc.).
- Ability to prepare and present clear and concise administrative and financial reports.
- Maintain current with latest accounting standards and train staff on new pronouncements as needed.
- Communicate effectively both orally and in writing.
- Develop and implement policies and procedures.
- Interact as necessary with District management, consultants, legal counsel, and representatives of local, state and federal agencies.
- Proficiency in the use of a personal computer is necessary, including skills in financial accounting and Microsoft Office products.
- Ability to provide administrative and professional leadership and direction to subordinate staff.

APPLICATION INSTRUCTIONS

Salary and Compensation

The District's benefits are excellent, and salary is commensurate with experience. The starting salary range is between **\$125,541 to \$156,639** depending on qualifications of candidate.

Benefits include State health plan, dental, vision and life insurance. GSP District employees are also members of the State pension plan, and this position would contribute to the South Carolina Retirement System. This position comes with paid holidays, vacation leave, sick leave, annual medical reimbursement, 401(k) with matching, and much more.

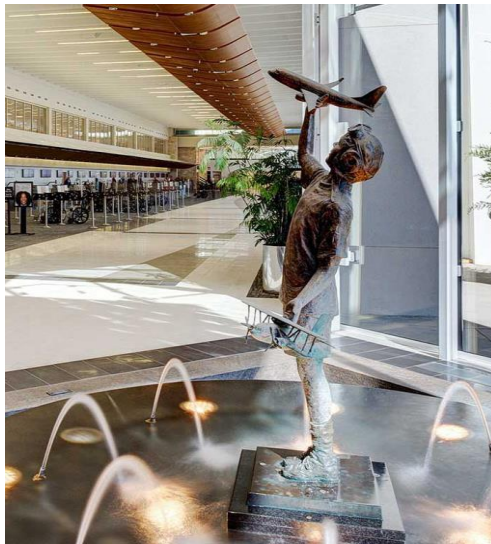
How to Apply

To apply for this opportunity, please submit a cover letter, resume, five-year salary history, and a list of three references in one recruitment PDF document to Lisa Belt of Steven Baldwin Associates, at lbelt@baldwinllc.com with "Director of Finance" in the subject line.

In your cover letter, please specifically address your experience and accomplishments in the areas noted in the "Functional Duties and Responsibilities" section above.

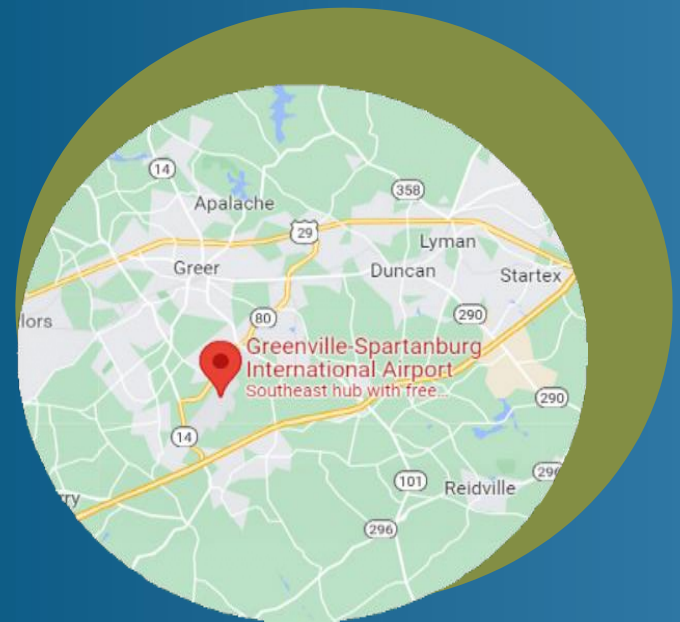
Deadline for applications is 5 PM EST December 17, 2024.

NOTE: The Greenville-Spartanburg International Airport is an equal opportunity employer and does not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity, veteran, or disability status. The Greenville-Spartanburg Airport District reserves the right to not fill the position. Nothing in this announcement guarantees employment.



LOCATION

Strategically located near Interstate 85 and major highways in Greer, SC, the Greenville- Spartanburg International Airport is an essential transportation center in the Southeast U.S. and has helped develop the metropolitan area for 60 years. The Airport is located between the quickly growing cities of Greenville and Spartanburg, SC. Greenville was recently named the friendliest city in the U.S. by Condé Nast and Spartanburg was named the Best Place to Live in South Carolina by U.S. News & World Report.



THE AIRPORT

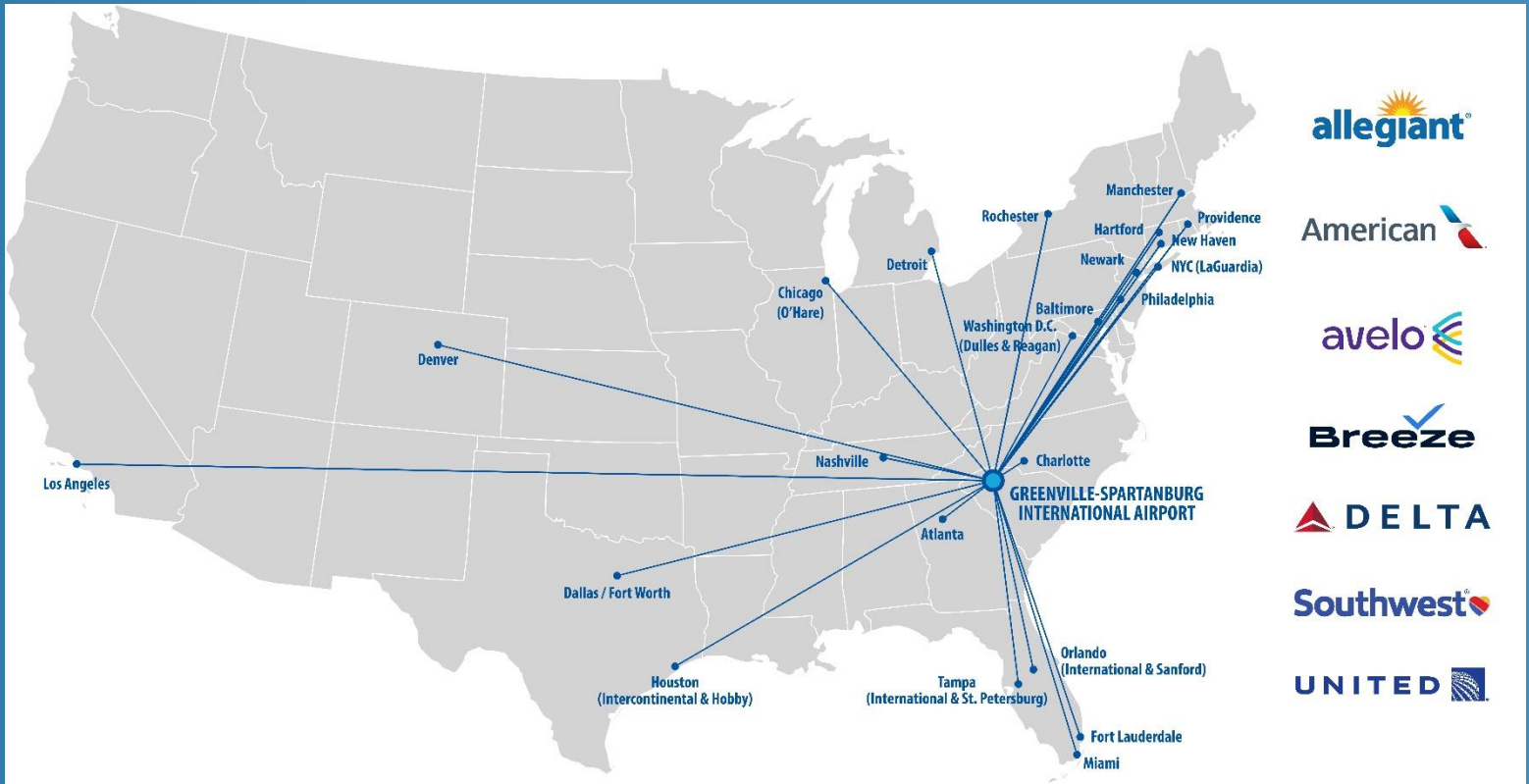
The District is especially proud of its core values, which speak to the “GSP way”. Their core values express how they conduct their day-to-day business and provide a consistent set of expectations for everyone who works at the Airport. Those values include **safety and security, innovation, accountability, integrity, servant attitude, teamwork and excellence.**

With 3,500 acres and an 11,001-foot-long runway, GSP is home to 7 airlines providing 50 nonstop flights to 27 destinations and one-stop connections to hundreds of cities worldwide. The terminal is equipped with 13 gates and approximately 400,000 square feet of space. The Airport provides leadership in aviation development and offers a safe, visually appealing Airport for travelers and tenants. In 2017, the airport completed a \$127 million terminal renovation which completely revamped the concessions offerings to include Baskin Robbins, Chick-fil-A, Dunkin Donuts, The Kitchen by Wolfgang Puck, and four Hudson stores. The new concessions program was recognized by Airport Experience News in 2019 and 2020 for the Best Overall Concessions Program.

GSP strives to:

- Provide safe adequate and affordable air service.
- Promote economic development for the Airport.
- Support regional economic development activities.

The Airport and its staff work with community leaders to facilitate growth in the region by improving Airport operations and facilities to provide an environmentally safe and secure Airport for travelers, visitors, and corporate and commercial consumers.



The Greenville-Spartanburg International Airport is the only commercial Airport within a 60-minute drive radius and is located in the northeast corner of South Carolina. At GSP, seven airlines serve 2.56 million passengers each year who travel on the Airport's 50 nonstop daily departures to 27 destinations. The airlines represented include American, Delta, United, Southwest, Allegiant, Avelo, and Breeze. Destinations include major domestic hubs such as Atlanta, Charlotte, Dallas/Ft. Worth, Houston, Los Angeles, Washington D.C., New York–LaGuardia, Newark, Baltimore, Detroit, Denver, Chicago, Philadelphia, Nashville, Manchester, Hartford, Fort Lauderdale, Orlando, Miami, and Tampa/St. Petersburg.

AIRPORT CULTURE

The Greenville-Spartanburg International Airport values its employee's skills and abilities, ethical behavior, diversity, creativity, innovation and sound judgment. They commit to providing employees with rewarding work, opportunities for professional growth, and an appreciative work environment based on trust, respect for each other, and open communication. The Airport invests in its community and reaches common goals by building strong relationships. They challenge themselves to be the best at what they do and celebrate their staff's achievements.

GSP's **Core Values** express how they conduct day-to-day business and provide a consistent set of expectations for all who work at the Airport.

The District's mission is to advance the region's economic prosperity by providing a safe, convenient, user-friendly, and cost-competitive air transportation system connecting the region with the nation and the world.

The District's vision is to serve as the region's global transportation hub and economic catalyst by providing best-in-class infrastructure and service.



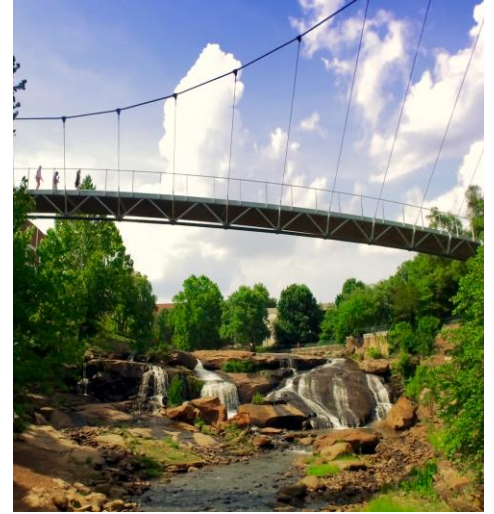
AIRPORT ADMINISTRATION

Led by President & CEO, David N. Edwards, Jr., A.A.E., The Airport's administration is responsible for managing the day-to-day operations of the Greenville-Spartanburg Airport District as well as the long-term plans. Financial decisions balance the interests of all and help drive the region's economy. The District seeks creative and innovative solutions and conducts business in an honest, fair, and respectful manner, and consistently displays the highest moral and ethical standards. The District believes that people are its most important resource. Innovative and collaborative, the District challenges itself to be the best while ensuring accountability to itself and its employees.

THE GREENVILLE-SPARTANBURG AIRPORT COMMISSION AND THE DISTRICT

The Greenville-Spartanburg Airport Commission (Commission) is the governing body of the Greenville-Spartanburg Airport District which owns and operates GSP. The Commission is comprised of six members who are appointed by the Governor of South Carolina and includes three members residing in Greenville County and three from Spartanburg County, all requiring a majority recommendation from their respective county's State legislative delegation. Members of the Commission serve for a six-year term and can be reappointed.





THE COMMUNITY

Greenville-Spartanburg and its surrounding suburbs offer a multitude of dining, shopping, entertainment and attractions. Greenville is America's 4th fastest-growing city, nestled up against the foothills of the Blue Ridge Mountains in the heart of South Carolina's Upstate region.

Greenville is situated about halfway between Charlotte, NC and Atlanta, GA. Greenville's friendly, thriving downtown pulses with things to do year-round. From one-of-a-kind shops, boutiques, and art galleries to museums, tours and outdoor activities, Greenville is a welcoming retreat for visitors of every age and explorers of every type.

Greenville boasts more than 250 international firms from 28 different countries and has the most foreign investment per capita in the U.S. New hotels, condominiums, and multi-use complexes are redefining the skyline. Clemson University's cutting-edge International Center for Automotive Research is among the world's premier automotive and motorsports research and educational facilities. Greenville County is the most populated county in the State of South Carolina and is now home to 650+ manufacturers, 40 Fortune 500 companies, and 150 headquarter facilities.

Three hundred times per year, downtown comes alive with events ranging from concerts and craft beers to festivals- Artisphere and Euphoria, two of the nation's premier culinary and arts festivals. On Saturday mornings between May and October, you'll find the TD Saturday Market, which brings more than 75 local vendors, live music, and hometown fun to the heart of downtown.

Spartanburg is known as the Hub City, a connecting point to other destinations. It's home to an eclectic mixture of activities and points of interest that provide a rich atmosphere. Whether you're an outdoor enthusiast, history buff, business mogul, college student, or artistic bohemian, the Hub City offers places and experiences to fit your style.

Spartanburg houses several hiking and biking trails, and outdoor enthusiasts can enjoy kayaking and canoeing. For those with more of a flair for business, Spartanburg is home to BMW's only North American facility and is also known as a college town with eight diverse higher education institutions in its area. And the arts abound with museums and musical events.

Spartanburg is a beacon for foodies from around the world. Whether you are looking for fine dining with white linen or casual lunch counters, Spartanburg has a taste for everyone. Worldwide cuisine includes Japanese, Chinese, Thai, French, Italian, Greek, Jamaican, Irish, Mexican and German.

Come home to a community of friends and family. Live where residents care about each other. Greenville and Spartanburg are places where culture flourishes and opportunity grows, where work/life balance is built into its core beliefs, where award-winning art and entertainment are always available, and education is a priority.

National search conducted by



STEVEN BALDWIN
ASSOCIATES

Airport Management Consultants