



## TRUCKEE TAHOE AIRPORT DISTRICT

10356 Truckee Airport Rd.

Truckee, CA 96161

(530) 587-4119 tel

(530) 587-2984 fax

[WWW.TRUCKEETAHOEAIRPORT.COM](http://WWW.TRUCKEETAHOEAIRPORT.COM)

## DIRECTORS

DAVID DIAMOND

MARY HETHERINGTON

GREG HORVATH

TERESA O'DETTE

KATHRYN ROHLF

### TRUCKEE TAHOE AIRPORT DISTRICT

#### SENIOR ACCOUNTANT

FULL-TIME PERMANENT – EXEMPT

Wage: \$101,012 – \$139,892/year

OPEN UNTIL FILLED

The Tahoe Truckee Airport District is seeking a highly skilled and experienced Senior Accountant to join our Finance & Administration team. This is a key role that will contribute to the financial integrity and operational success of our district while supporting a high-performing team and advancing the public benefit of our airport.

The Senior Accountant is responsible for performing complex and advanced accounting work, including financial reporting, budget support, payroll oversight, general ledger reconciliations, and audit preparation. This position will organize, assign, and review the work of technical accounting staff and serve as a critical liaison to management on financial matters. Working under the general direction of the Director of Finance and Administration, the Senior Accountant plays an integral part in maintaining fiscal accountability and providing strategic financial insights for the District.

The Senior Accountant leads and reviews accounting functions related to accounts payable, receivable, payroll, and cash receipts, ensuring that all tasks are performed accurately and in compliance with established financial procedures. The role involves preparing and analyzing monthly financial statements, reconciling general ledger and subsidiary accounts, and drafting adjusting journal entries as needed. This individual contributes to the development and administration of the annual budget and plays an essential role in audit readiness and support.

In addition, the Senior Accountant maintains and ensures proper internal controls, supports the revenue functions of the District's Fixed Base Operator (FBO), oversees tenant lease billing and collections, and ensures timely and accurate payroll processing. The position is also responsible for analyzing financial data, resolving discrepancies, providing technical direction to accounting staff, and supporting ongoing improvements to financial systems and processes.

The ideal candidate will bring a strong background in governmental accounting and a proven track record of accuracy, integrity, and leadership. They should have hands-on experience managing complex financial systems, analyzing accounting data, preparing reports, and offering actionable recommendations.

#### **Application Information:**

The Truckee Tahoe Airport District is a drug-free workplace. A job offer is subject to successfully passing pre-employment physical and drug screening. A District employment application is required. Applications are available at [www.truckeetahoeairport.com/administration/hr](http://www.truckeetahoeairport.com/administration/hr). **Please email your application, resume, and current copy of your DMV driving record** to the District's Human Resources Manager, Lauren Tapia: [Lauren.Tapia@truckeetahoeairport.com](mailto:Lauren.Tapia@truckeetahoeairport.com) or fax your application to (530)587-2984. If you wish to mail your application packet: Truckee Tahoe Airport District, Attn: Human Resources, 10356 Truckee Airport Road, Truckee, California 96161. **The position is open until it is filled.**

*Truckee Tahoe Airport District is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, and veteran or disability status.*