



TRUCKEE TAHOE AIRPORT DISTRICT

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DIRECTORS

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TRUCKEE TAHOE AIRPORT DISTRICT DIRECTOR OF FINANCE AND ADMINISTRATION

FULL-TIME PERMANENT – EXEMPT

Wage: \$155,784 – \$202,520/year

OPEN UNTIL FILLED

At the Truckee Tahoe Airport District (TTAD), we're more than just an airport—we're a dedicated team serving a vibrant mountain community. We're currently seeking an experienced and dynamic Director of Finance and Administration to build upon a great program leading our finance, risk management, and administrative operations.

About the Position

The Director of Finance and Administration plays a pivotal role in ensuring the financial health, operational accountability, and administrative excellence of the District. This executive-level position oversees a broad range of critical functions—from day-to-day financial operations to long-term strategic planning—while serving as a trusted advisor to the General Manager and a key member of TTAD's leadership team.

The ideal candidate will lead the full spectrum of the District's financial activities, including budgeting, accounting, treasury, investments, purchasing, and internal controls. They will be responsible for preparing and administering the District's budget, forecasting resources, and ensuring compliance with governmental accounting standards. This position also manages complex financial reporting, annual audits, and regulatory compliance across local, state, and federal agencies—including oversight of FAA and other grant funding.

Beyond finance, the Director oversees risk management functions such as liability, property, workers' compensation, and cyber insurance programs. They will also co-administer employee benefits and retirement plans in partnership with Human Resources to ensure accuracy, compliance, and continuity of service.

Strong leadership is central to this role. The Director will manage and mentor professional staff, develop department goals and policies, and foster a high-performing, service-oriented culture. This position regularly represents the District at Board meetings, committee sessions, and public forums, providing strategic insight on fiscal and administrative matters.

Balancing technical expertise with visionary leadership, the Director of Finance and Administration helps maintain the District's strong financial foundation while supporting innovation, growth, and community engagement.

What We're Looking For

We're seeking a candidate with a strong background in governmental finance and accounting, along with the ability to lead and inspire a high-performing team. Ideal candidates will have:

- At least seven (7) years of progressively responsible experience in public sector finance, including five (5) years in a management role

- A bachelor's degree in Finance, Accounting, Business, or Public Administration (a master's degree or CPA/CMA certification is highly desirable)
- A collaborative leadership style, strategic mindset, and strong interpersonal skills

Compensation & Benefits

At TTAD, we believe in taking care of the people who take care of our mission. That's why we offer a comprehensive and competitive compensation package designed to support you and your family—both professionally and personally.

- **Retirement:** CalPERS retirement (2.0% @ 62 for PEPRAs members, or 2.0% @ 60 or 2.7% @ 55 for classic members with reciprocity). We also offer a self-funded 457(b) retirement plan with a generous 8% employer match.
- **Health Benefits:** 100% District-paid premiums for medical, dental, and vision insurance for employees and their families.
- **Leave Accruals:** Minimum of 160 hours of vacation annually (up to 240 hours at the General Manager's discretion), 12 paid holidays, and 12 days of sick leave per year.
- **Additional Perks:** Paid group term life insurance, long-term disability, an Employee Assistance Program (EAP), military leave, and stipends for clothing, fitness, and cell phone use.

Our benefits reflect our values of service and care. At TTAD, we invest in our people—because they are essential to everything we do.

If you're ready to bring your financial expertise to a leadership role that truly makes a difference, we encourage you to apply.

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. **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 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.**

The Truckee Tahoe Airport District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, protected veteran status, or any other characteristic protected by law.