

ACCOUNTS PAYABLE & ADMINISTRATION CLERK

Flint's Bishop International Airport (FNT) is "Not the only way to fly. Just a better one." Flint guarantees our community destination options of a larger airport, while flying from the comfort of a relaxing and beautiful facility.

Bishop International Airport Authority is seeking a qualified individual who will be responsible for effectively managing the Authority's accounts payable process and who will provide administrative support to the various departments. The successful candidate will deal with the public as well. If you're ready to make a significant impact in a fast-paced, exciting environment, we want to hear from you!

You will contribute by:

- Using a proactive approach to ensuring that all accounts payable liabilities are recorded accurately and completely and in a timely manner.
- Work with department heads to assist them in properly coding and accurately inputting purchase orders in the system.
- Identify and maintain recurring payments to guarantee that all are recorded and paid in a timely manner.
- Possess a customer service mindset to assist the traveling public as well as Authority staff and stakeholders.
- Organizing and maintaining Authority records

What we are looking for:

- Knowledge of generally accepted accounting principles and strong experience in computerized accounting systems and office procedures
- Associate's degree in accounting or business with accounting coursework or equivalent experience
- At least two (2) years of related experience including the maintenance of financial records, ledgers and transactions
- Possess strong organizational skills and demonstrated ability to handle complex tasks as well as prioritizing multiple deadlines and tasks.
- Proficient in using Office applications such as Outlook, Word, Excel and financial accounting and reporting systems such as SAGE ERP.

What we offer:

Full-time position working 8 a.m. to 5:00 p.m. Monday through Friday; with annual pay of \$54,080 to \$59,280 (hourly position-pay based on union contract for 2026)

A full range of benefits including:

- Employer paid health, dental, vision, short- and long-term disability, life insurance
- MERS 401(a) Defined Contribution Plan – Employer contribution of 10% of base pay with a required employee contribution of 5%-5-year vesting
- Optional 457 Deferred Compensation Plan – Employee only
- Retirement Health Savings Plan – 2.5% of base pay plus accumulated sick leave at separation (720 hrs. max)
- Annual leave (40 hours the first year up to 166 hours after 19 years), Sick leave (2 hours per pay period), Personal leave (24 hours after completion of one year)
- 11 paid holidays



**FLINT BISHOP
AIRPORT**

Accounts Payable & Administration Clerk
November 2025

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For more information on the position and how to apply:

For a job description, please go to <https://bishopairport.org/doing-business/doing-business-overview/employment-opportunities/job-openings> **In order to apply**, send a resume and cover letter to either of the following:

Mail:

Dionne Griffin, CPA
Chief Financial Officer
Bishop International Airport Authority
3425 W Bristol Road
Flint, MI 48507

Email: dgriffin@bishopairport.org

Deadline to apply: Open until filled

Applicants must be authorized to work for ANY employer in the US. We are unable to sponsor or take over sponsorship of employment Visa at this time. Employment is contingent on passing a physical and drug screen as well as a TSA and CHRC background check.

The required knowledge, skills abilities, and minimum qualifications listed above are intended to represent the desired skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with other job-related selection or promotional criteria.



**FLINT BISHOP
AIRPORT**

Accounts Payable & Administration Clerk
November 2025

	Job Title	Updated	Supervisor
	Accounts Payable & Administration Clerk (CLERK II)	November 2025	Chief Financial Officer & Finance Manager

GENERAL STATEMENT OF DUTIES: This position is responsible for effectively managing and processing the Airport's accounts payable by performing various clerical and routing accounting tasks including, but not limited to posting entries, verifying and reconciling input to the financial reporting system, processing payments. May also assist in preparing billings, preparing deposits and other financial reports. Assists in performance of various clerical duties.

SUPERVISION RECEIVED: Under the general supervision of the Chief Financial Officer and under the direct supervision of the Finance Manager, who assigns work and checks for completeness and accuracy.

STATEMENT OF DUTIES:

1. Responsible for the accounts payable which includes processing accounts payable transactions; audits all invoices received, checks receiving ticket and copy of purchase order, and reviews for discounts pursuant to terms of purchase order or agreements. Codes all invoices per chart of accounts; resolves accounts payable problems of more than average difficulty. Process check payment with appropriate discount.
2. Reconciles monthly statements from vendors to ensure completeness and investigate any unpaid invoices.
3. Checks coding of general ledger account numbers for appropriateness and accuracy; compiles and organizes pertinent data for processing.
4. Determines appropriate payment dates and checks files for unpaid and overdue accounts; analyzes computer printouts and originates corrections and adjustments as deemed necessary after a detailed check of records.
5. Updates vendor files, obtains necessary W-9s and prepares form 1099 for applicable vendors at year-end.
6. Prepares the bank deposit using remote deposit capture for tenant payments and property tax payments along with a deposit log.
7. Assists the finance manager in preparing schedules for billing concessionaires, airlines, and other tenants.
8. Provide office support / administration such as answering phones, mail, ordering supplies.
9. Provides information to and prepares leases for potential T-hangar tenants and maintains lease files.

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	Accounts Payable & Administration Clerk (CLERK II)	November 2025	Chief Financial Officer & Finance Manager

10. Prepares board meeting agendas, prepares board packets, attends board meetings, and record minutes of the meetings, prepares typed minutes for review and maintain files.
11. Assists as deemed necessary in the year-end audit preparing schedules, pulling and refiling source documents and answering inquiries of outside auditors.
12. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of the application of bookkeeping principles to routine accounting transactions, and ability to apply these principles in keeping accounting records.
- Ability to maintain and keep clerical records and to prepare schedules from such records.
- Working knowledge of office practices, procedures and equipment.
- Proficient in the use of Microsoft Word, Excel, and Outlook with experience in using accounting software such as Sage or similar is a plus.
- Ability to deal with the public tactfully and courteously.

SUCCESS FACTORS:

- Ability to complete routine mathematical computations rapidly and accurately.
- Ability to develop and use excel spreadsheets and formulas.
- Ability to perform at a very high level of accuracy and attention to detail.
- Ability to learn complex tasks
- Ability to verify the work of others and to express findings clearly and concisely.
- Ability to speak clearly to customers, airport staff, vendors, and visitors both in person and by phone.
- Strong interpersonal skills, with the ability to work with a wide range of people.
- Ability to be flexible and change job priorities at a moment's notice.
- Must present a sense of urgency to organize and prioritize work for Airport's benefit.

MINIMUM QUALIFICATIONS (in addition to above):

Minimum two (2) year college degree with some accounting course work required and at least two (2) years of experience in bookkeeping or related clerical work, including the maintenance of financial records, ledgers and transactions, or equivalent.

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WORKING CONDITIONS

The work is frequently performed in an office environment with occasional exposure to other areas of the airport. While performing the duties of this job, the employee is frequently required to sit and work at a desk using a computer or phone; use hands to operate equipment, type on a keyboard, and grasp or handle objects; and perform administrative work using a variety of office equipment. The employee will occasionally stand; walk; and talk or hear. The employee will occasionally lift, push, pull, or move objects weighing up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

COMPENSATION:

Set by Union Contract.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. At the employee's request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Nothing contained in this job description is intended to create (nor shall be construed as creating) a contract of employment (expressed or implied), or guarantee employment for a definite or indefinite term.