

Job Title: Airport Office Manager

Location: Natchez-Adams County Airport

Reports To: Airport Director

Employment Type: Full-time

Position Summary:

The Airport Office Manager is responsible for ensuring the smooth and efficient daily operations of the airport's administrative office. This position requires excellent organizational, scheduling, and bookkeeping skills to support airport management, staff, and tenants. The ideal candidate is a self-motivated professional who can manage multiple priorities in a fast-paced environment with accuracy and professionalism.

Key Responsibilities:

Administrative & Office Management

- Oversee daily office operations and maintain organized records, files, and databases.
- Serve as the primary point of contact for airport tenants, vendors, and visitors.
- Manage airport communications, emails, correspondence, and phone calls.
- Maintain inventory of office supplies and coordinate maintenance or service needs.

Scheduling & Coordination

- Schedule and coordinate meetings, appointments, and facility use for airport staff and tenants.
- Maintain airport calendar, including aircraft operations, maintenance schedules, and events.
- Assist with staff scheduling, shift coverage, and time tracking as needed.

Bookkeeping & Financial Support

- Perform basic accounting tasks including accounts payable/receivable, invoicing, bank reconciliations and staff payroll.

- Track and record fuel sales, hangar leases, and other revenue-generating activities.
- Assist in preparing financial reports, budgets, and expense tracking.
- Work with external accountants or auditors as required.

Compliance & Recordkeeping

- Ensure compliance with airport policies, FAA and local regulations, and recordkeeping standards.
- Maintain accurate lease, insurance, and permit documentation.

Qualifications:

- 2+ years of experience in office management, bookkeeping, or administrative role; airport or aviation experience a plus.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and accounting software (QuickBooks or similar).
- Strong organizational, time management, and communication skills.
- Ability to work independently, handle confidential information, and adapt to changing priorities.

Preferred Attributes:

- Interest or background in aviation operations.
- Customer service mindset and ability to interact professionally with pilots, tenants, vendors and the public.
- Detail-oriented with strong problem-solving abilities.