

As the Debt Program Manager, you will coordinate all Debt Management team activities related to Airports Authority bond sales and other financing instruments and the execution of the Plan of Finance.

JOB DESCRIPTION

- Debt Program Manager
- Works under the general supervision of the Senior Vice President for Finance and Chief Financial Officer.
- Serves in the Debt Management Department in the Office of Finance at the Headquarters Office.

Manages and facilitates the day-to-day running of the Debt Management team. Oversees the administration of the existing Airports Authority's debt to comply with bond policies, covenants, and regulatory requirements. Conducts the scheduling, sizing, finance structuring, timing, and issuance activities for all short-term and long-term financing to meet the Airports Authority's cash flow needs and to provide funds for capital projects. Performs related functions.

GENERAL RESPONSIBILITIES

- Coordinates all Debt Management team activities.
- Serves as a liaison with internal and external stakeholders regarding financing.
- Analyzes annual budgets in preparation for developing the annual Plan of Finance. Manages the annual Plan of Finance.
- Coordinates the filing of annual continuing disclosure reports and material event notices.
- Prepares required Board of Directors resolutions. Prepares special analyses and presentations for the Board and its Finance Committee.
- Responds to requests for information related to Airports Authority's finances and potential refunding opportunities.
- Identifies and analyzes information to develop opportunities for new financing.
- Prepares and reviews required documents for bond issuance.
- Performs, coordinates, and monitors all post-issuance management and administrative functions to ensure compliance with bond indentures, Federal laws, and regulations.
- Manages the outstanding debt program.
- Ensures the Airports Authority's bondholder website link is current.
- Ensures the consistent application of sound financial business principles and compliance with outstanding debt covenants, debt policies, refunding criteria, and related Federal tax and securities laws.
- Maintains the Debt Policy and Financing Handbook.
- Stays current on industry trends and best practices.
- Calculates and submits the annual debt service requirement for inclusion in the budget.
- Prepares Debt Program highlights and statistical charts and graphs for the annual Budget.
- Prepares the debt sections within the Comprehensive Annual Financial Report (CAFR).
- Serves as Contracting Officer's Technical Representative (COTR) for airport and Dulles Toll

Road financial advisory, feasibility consultants, and investment banking services; prepares Requests for Proposals. Oversees verification of contractor invoices against logs and approves for payment.

- Develops recommendations for new or revised procedures to improve processes.
- Performs other duties as assigned.

QUALIFICATIONS

- Eight years of progressively responsible experience in financial analysis and capital funding.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of and ability to apply generally accepted accounting principles, practices, methods, and techniques.
 2. Knowledge of and ability to apply the principles of capital financing and bond covenants, laws, and regulations.
 3. Knowledge of and ability to analyze financial market conditions and perform budget processes.
 4. Ability to perform detailed analyses of data and information and make recommendations.
 5. Knowledge of supervisory principles and ability to manage the operations and programs of the unit/team.
- Ability to speak and write effectively, with emphasis on communicating financial information.
 - Skill in using a computer and modern office suite software, with emphasis on accounting and financial systems/software.

PREFERRED QUALIFICATIONS

- Advanced experience in debt program management related to authorities, municipalities, or governments, including specialized experience in municipal or governmental funding.
- Experience coordinating the filing of annual disclosure reports and material event notices.

EDUCATION

- A Bachelor's Degree in Economics, Finance, Accounting, or related field, or an equivalent combination of education, training, and experience that totals four years.
- A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the eight years of experience. For example, a master's degree may substitute for two years of experience.

CERTIFICATIONS AND LICENSES

- A state driver's license in good standing.

NECESSARY SPECIAL FACTORS

- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.