



Contract Compliance Associate – Ground Transportation

The Cincinnati / Northern Kentucky International Airport, dba The Kenton County Airport Board has an opening for a Contract Compliance Associate – Ground Transportation. Under the direction of the Parking and Ground Transportation Manager (PGTM), this position will assist in auditing, analyzing and overseeing contracts for parking, shuttle, rental cars, and other ground transportation functions.

Duties include, but are not limited to the following:

1. Perform revenue and expense reviews of parking and ground transportation contracts, including, but not limited to: parking operations, passenger and employee shuttle operations, taxi, downtown shuttle, valet, rental car, parking card, license plate inventory procedures, etc.
 - Compliance with policies and procedures
 - Reliability and integrity of records, reports and information
2. Monitor and review contract compliance with regard to the parking, shuttles, taxi, downtown shuttle, valet, rental car and any other ground transportation contracts.
 - Reviews collection and accounting of parking revenues, staffing levels and schedules, shuttle rotations, etc. Escalates oddities to the attention of the PGTM.
3. Develops work programs and maintains all work papers prepared to support all findings in accordance with Airport Board and contract guidelines.
4. Prepares formal report on results for review by PGTM and Internal Audit Manager.
5. Ensure that departmental and internal audit recommendations have been implemented by contractors.
6. Develop written procedures for all functions relative to the Parking and Ground Transportation Department.
7. Assist Internal Audit Department and external audit firm in the performance of any parking and ground transportation audits and/or special projects.
8. Assume responsibility from Internal Audit for and maintain the detailed rental car revenue reports and CFC reports, update with passenger data, and chart the results for analysis of unusual trends.
9. Reviews and work may include evenings, weekends, and other non-traditional work days and times.

Applicants must have a related associate degree or equivalent experience with a minimum of five years related professional experience. Strong proficiency in Word, Excel and Access is preferred. The applicant must have the ability to establish and maintain effective working relationships.

You may obtain an application from cvgairport.com/jobs or you may apply:

In person Kenton County Airport Board
Terminal "1", first floor
8:00 a.m. - 5:00 p.m.
Monday – Friday

OR

Send resumes/
Applications to: Kenton County Airport Board
P.O. Box 752000
Cincinnati, OH 45275-2000
Attn: HUMAN RESOURCES

The Kenton County Airport Board is an Equal Opportunity Employer/M/F/D/V.