

**Operational Procedure:
General Ledger Section**

**Section 420.01
Finance**

OBJECTIVE To assist in various phases of financial reports, accounting, and financial services. To conduct research on special projects and coordinate the implementation of improved administrative systems.

METHOD The General Ledger Section:

- Maintains and ensures the accuracy of the financial accounting records to facilitate a timely reporting of financial condition to management,
- Coordinates the monthly, quarterly, and annual system close-outs,
- Prepares monthly, quarterly, and annual financial statements, notes, and associated schedules,
- Coordinates activities with independent auditors in the production of financial reports,
- Handles monthly bank reconciliations,
- Records and reports the Authority's debt issuance,
- Coordinates the record keeping and reporting of the Authority's fixed assets,
- Complete government forms, surveys and returns to comply with regulations on financial matters,
- Conducts research and prepares special reports on financial matters,
- Maintains the General Ledger and Fixed Assets modules.

**APPROVAL AND
UPDATE HISTORY**

Format and Re-Numbering Approval Aviation Authority Board: August 28, 1991 (4R)

Last Approval Aviation Authority Board: November 16, 1988 (V)
Chief Executive Officer: April 13, 2021

Supersedes All Previous

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