



**MORRISTOWN AIRPORT**

DM AIRPORTS, LTD. welcomes Applicants for the position of:

## **Accounts Payable Coordinator**

*DM AIRPORTS, LTD. Operates Morristown Airport (MMU)  
on behalf of the town of Morristown, NJ*

# The Airport



Morristown Airport (MMU) is one of the nation's premier general aviation (GA) airports. Given the airport's advantageous location west of New York City in Morris County, New Jersey, MMU is home to flight departments of multiple Fortune 500 Companies, two world-class Fixed Based Operators in Signature Flight Support and Atlantic Aviation, U.S. Customs & Border Protection to accommodate international travel, Air Traffic Control and more. A fixture in the New York Airspace since the early 1940s, MMU has long been recognized by industry organizations as a leader in the general aviation world and actively advocates on behalf of all GA members.





## The Region

What do you call a region that offers every type of amenity and entertainment under the sun? We call it home and so can you. That's what living and working in Morris County, New Jersey can provide. While Morristown itself has plenty to offer from a lively downtown scene filled with restaurants, bars, concert venues, parks, museums and more, the region itself offers so much more. Pick a direction from MMU and go explore.



To the east, you'll find Hoboken, one of the nation's top ranked towns for young professionals. Not to mention, just across the Hudson River in Hoboken, lies the city that never sleeps. To the west and north, skiing, hiking (on the Appalachian trail no less) and any other outdoor activity you can find here in New Jersey and with our neighbors New York and Pennsylvania. To the south, 127 miles of coastline await along the Jersey Shore.

Whether you enjoy live sporting events (with 11 professional teams in driving distance!), bustling city life (New York should fit the bill here), exploring the outdoors, or anything in between, working and living here in Morris County opens up endless possibilities.



## The Company



DM AIRPORTS, LTD. (DM) is responsible for every management facet of Morristown Airport, both airside and landside. Joining our dynamic and experienced team will give you the full picture of what running an airport is all about. Our team is responsible for the integrity and safety of the airfield, maintaining an exceptional landside campus, managing leaseholds, coordinating major construction and development projects, connecting with the local community, marketing efforts, and engaging with industry organizations.

DM has a long history of industry engagement with multiple staff holding appointed positions such as AAAE NEC Chapter Officers, International AAAE Board Members, NATA's GA Airport Committee Members and ACRP Oversight Committee Members. These engagements create relationship pathways that help drive staff promotions and professional advancement. There is a long list of professionals who take a great deal of pride in the fact that they started their career at MMU.



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## The Position: Accounts Payable Coordinator

***The Accounts Payable Coordinator*** plays a pivotal part in ensuring the smooth financial operations of the Company. Reporting to the Director of Finance/Treasurer, the primary responsibility of this position is to ensure that all payable invoices are processed and paid in a timely manner, keeping the Company's financial obligations up to date.

As an integral part of the Finance Team, the Accounts Payable Coordinator will be responsible for reviewing invoices for proper authorization, ensuring timely entry of data into the Company's financial systems, preparing checks for invoices and expense reports, handling monthly bank reconciliations, maintaining accurate W-9 records for all vendors, as well as preparing and issuing the Company's annual 1099 forms.

In addition to covering Accounts Receivable functions in the absence of the Accounts Receivable Coordinator, the Accounts Payable Coordinator will also handle the bi-weekly payroll cycle for the Company, ensuring that all employees are paid accurately and on time.

With a keen eye for detail, the Accounts Payable Coordinator is expected to be highly organized, capable of multitasking, and able to manage time effectively. This position offers a challenging and rewarding opportunity to work collaboratively within a dynamic airport environment, contributing to the overall financial operations of Morristown Municipal Airport.

For a full job description, [click here.](#)

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## Position Qualifications

- Minimum 3-5 years' accounts payable experience.
- High school diploma required.
- Accounts receivable experience a plus.
- Working knowledge of MS Office Suite with advanced MS Excel skills
- Knowledge of Business Central a plus.
- Experience with payroll processing preferred.

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## Salary & Benefits

The annual starting salary for this position is \$55,000.00-\$68,000.00, and is accompanied by a generous benefits package, which includes:

- Company-paid Medical, Dental & Vision Insurance
- Health Reimbursement Account
- 401(k) Retirement Plan with Company Match
- Life & Long-Term Disability Insurance
- Flexible Spending and Dependent Care Accounts
- Paid Time Off
- Parental Leave

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## How To Apply

To be considered for this position, please submit your application **here**.

DEADLINE FOR APPLICATION: **APRIL 14, 2025**

*DM AIRPORTS, LTD. is an Equal Opportunity Employer. We are committed to making all employment decisions, and taking all employment actions, without regard to any Protected Characteristic.*

