**AIRPORT MANAGER**

1. Collects all receipts, identifies source and account if necessary
2. Confirms status of accounts and deals with collections when needed
3. Forwards all receipts to bookkeeper on a bi-weekly schedule.
4. Collects all bills/payables, verifies accuracy of amount due, and account if necessary
5. Forwards all bills/payables to bookkeeper on a bi-weekly schedule.
6. Forwards County reports, fuel reports, and Epic statements on a monthly basis to bookkeeper
7. Fuel accounting:
* Records fuel meters on the fuel dispensers at the end of the last day of each month in the fuel logs
* Fuel tanks are dipped and results recorded
* Early in the month downloads fuel transaction from the POS system (Fuel Master)
* Create POS (Fuel Master) transaction report for the previous month from <first day of month> 12:00:00am to <last day of month> 11:59:59pm. This is the only report that (with existing technologies) has information about which hose fuel was dispensed from for each transaction
* Downloads fuel sale and credit card transactions summary from Epic card transactions. This is the only report that contains the fees charged for each transaction
* Monthly fuel accounting and reconciliation is completed with the following input
	+ Meter readings from the current and previous month
	+ Fuel Master transaction report for the month
	+ EPIC card product sales summary
	+ EPIC account statement with month end balance
	+ EPIC invoices for fuel deliveries
	+ EPIC credit card sales
* Fuel accounting summarizes sales for each day: gallons sold per hose, fuel remaining in each tank, fuel sales per hose, fee per day.