

Job title	Accounting Technician and Administrative Assistant
Reports to	Chief Administrative Officer

Job Summary

Alaska Seaplanes is dedicated to providing the highest standard of safety and customer service in Southeast Alaska. The Accounting Technician and Administrative Assistant provides valuable support to the Accounting and Administrative Departments with a growing company in the fast-paced travel industry.

Essential Duties and Responsibilities

- Enter bills and credit card charges, track receipts, daily
- Reconcile credit card accounts, monthly
- Review and process refunds in TakeFlite, daily
- Maintain vendor files
- Distribute unpaid bills report and process approved vendor payments and checks, weekly
- Maintain vehicle/fixed asset files, including registration and insurance coverage
- Assist with maintenance inventory and expense account ledgers
- Conduct Retail Inventory counts and stocking levels
- Run errands such as bank, post office, terminal pick-up/drop-off, or as needed, weekly
- Distribute incoming mail, daily
- Assist with customer account payments, as needed
- Assist with the distribution of customer statements, monthly
- Monitor office supply levels for Administrative, Accounting and Maintenance Departments
- Manage janitorial services, supplies, trash/recycling, shredding, etc.
- Assist with party planning and organization in tandem with HR
- Assist other Managers and Accounting staff as needed
- Track local, state and national fuel prices and distribute, weekly
- Quarterly reconcile CBJ Badge
- Other duties as assigned

Qualifications

- Strong communication skills
- Ability to manage multiple tasks and deadlines
- Excellent organizational skills
- Be attentive to detail and accuracy

- Be a positive honest team player
- Have a valid driver license
- Be punctual and dependable
- Able to fluently read, write, and speak English
- Must be able to communicate clearly and effectively

Working conditions

Working conditions include working indoors, sitting for the long periods of time and occasional travel to small communities.

Physical requirements

Physical demands that are essential to the job include sitting for long periods of time.

Direct reports

None.

I have received the job description for Administrative Assistant as set forth by Alaska Seaplanes. I have no physical limitations that would hinder me from performing the essential job duties of an Administrative Assistant as described. I understand the essential job functions, duties and responsibilities described that are required of me in this position.

Name _____ Sign _____ Date _____

Can you perform the essential job duties, including physical requirements? Yes or No (circle)