



## **Job Announcement**

**Position:** Assistant Controller

**Compensation:** \$80,000.00 -100,000.00 annual salary

**Location:** Juneau, Alaska

*Alaska Seaplanes is dedicated to providing the highest standard of safety and customer service in Southeast Alaska Aviation. The Assistant Controller collaborates closely with the Controller in maintaining accurate, balanced, and reconciled financial records for the Kalinin family of companies.*

### **Essential Duties and Responsibilities:**

- Works under the direction of the Controller to ensure timely month-end close processes.
- Reconcile various asset and liability general ledger accounts.
- Monitor intercompany contracts and leases, identify cross entity transactions.
- Maintain prepaid assets schedule.
- Track Global Distribution System (GDS) activity and post weekly entries.
- Assist with preparation and execution of annual financial audit.
- Provide department support, develop and execute personnel programs.
- Serve as back up to the Payroll, AP, AR positions
- Communicate as needed with vendors professionally, accurately, and timely.
- Other duties as assigned.

### **Benefits:**

- Medical and Dental
- 401k retirement plan with generous company match
- \$50,000 life insurance plan paid by the company
- Paid Time Off
- Flight/freight benefits with Alaska Seaplanes
- Flight benefits with Alaska Airlines and Delta
- Reciprocal benefits with several local vendors

### **Qualifications:**

- Bachelor's degree in accounting preferred.
- 3-5 years accounting experience.
- Ability to manage multiple tasks and deadlines.
- Strong communication and organizational skills required.
- Strong Excel skills preferred.
- Be attentive to detail and accuracy, an honest team player, adaptable to change.
- Able to fluently read, write, and speak English.

If the Alaska Seaplanes' Assistant Controller sounds like the right fit for you, we'd love to hear from you! To apply, please email your resume to [hr@flyalaskaseaplanes.com](mailto:hr@flyalaskaseaplanes.com) or directly on our Indeed listing today!

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