



Job Announcement

Position: Accountant

Compensation: \$90,000 -100,000 annual salary

Location: Juneau, Alaska

Alaska Seaplanes upholds the highest standards of safety and customer service in Southeast Alaska aviation. The Accounts Payable Specialist plays a key role in supporting accurate financial operations by managing full-cycle accounts payable and payroll-related accounting processes.

Work Schedule: Full-time, permanent position, Monday-Friday, 8 hours per day, 8AM-5PM

Accountant Job Responsibilities:

- Manage full-cycle Accounts Payable, including invoice coding, entry, approval tracking and payment processing.
- Communicate with vendors to ensure timely payments, resolve discrepancies, and maintain strong vendor relationships.
- Reconcile accounts payable and payroll activity, including related reports on schedule.
- Post journal entries for accounts payable, payroll and other financial transactions.
- Provide backup support for semi-monthly payroll processing.
- Manage Purchase-Card expense entries and documentation.
- Assist with month-end close by ensuring accounts payable and payroll are recorded properly, and other areas as needed.
- Provide support during audits by preparing necessary documentation and reports.
- Identify and implement process improvements for accounts payable and payroll functions.
- Perform ad-hoc accounting tasks, including retail inventory counts and fuel price tracking.
- Other duties as assigned.

Benefits:

- Medical, Dental, and 401k 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
- Other fringe benefits (tram tickets, workout facility discounts, etc.)

Qualifications:

- Bachelor's degree in accounting field or accounting-related work experience.
- 2+ years of payroll and accounts payable experience.
- Strong communication, organization, and excel skills.
- Must be detail oriented, adaptable, and a team player.
- Fluent in reading, writing, and speaking English

If you are interested in the Accountant position, please forward your resume to hr@flyalaskseaplanes.com.