



Accountant

Alaska Seaplanes' Accounting and Administrative Office is hiring an Accountant to join our team, located in Juneau! Alaska Seaplanes is the premier commuter airline, serving 14 communities throughout Southeast Alaska. Our quaint office is located next to the Juneau International Airport, with views of the mountains and tons of flight action surrounding us.

We are seeking a positive honest team player with excellent organizational skills, who will provide key support to our office. The right individual will have the ability to multi-task efficiently and constructively, while remaining detail-oriented and resourceful in completing tasks and projects.

Work Schedule: This is a full-time permanent position. Five days a week, Monday – Friday, eight hours per day between 8am and 5pm.

Compensation: Annual Salary will vary based on experience; ranging between \$56,000 - \$75,000.

Accountant Job Responsibilities:

- Accounts payable management and credit card expense reporting
- Reconcile credit card accounts
- Reconcile daily cash receipts and prepare deposits
- Review and process refunds in our reservation and flight tracking software, TakeFlite
- Control Retail Merchandise program and e-commerce fulfillment
- Complete retail sales tax returns
- Reconcile prepaid expenses and amortization
- Assist with Tourism Department revenue and expense management
- Assist with maintenance inventory and expense account ledgers
- Reconcile and spot check office petty cash and till balances
- Assist with the distribution of customer statements
- Maintain vendor files, 1099 requirements, and run annual reports for distribution
- Track local, state and national fuel prices and distribute
- Oversee our fleet files, including registration and insurance coverage
- Handling community-facing tasks including banking, post office, terminal pick-up/drop-off, etc.
- Assist other Managers and Accounting staff as needed
- Other duties as assigned

8907 Yandukin Drive
Juneau, AK 99801
(907) 789-3331



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:

- 3-5 years of progressive accounting / bookkeeping experience, or post-secondary education
- Accounting system experience preferred
- Be a positive honest team player
- Be adaptive to change, encourage innovation and process improvements
- Strong oral and written communication skills
- Strong Microsoft Office Suite skills including Excel, Word, etc.
- Ability to manage multiple tasks and competing deadlines
- Excellent organizational skills and ability to lead tasks and initiatives
- Be attentive to detail and accuracy
- Have a valid driver license
- Be punctual and dependable
- Able to fluently read, write, and speak English

If the Alaska Seaplanes' Accounts Payable Assistant position sounds like the right fit for you, we'd love to hear from you! To apply, please email your resume to hr@flyalaskaseaplanes.com.

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