



Job Announcement

Position: Accounts Receivable Specialist

Compensation: \$58,000.00-63,000.00 DOE.

Alaska Seaplanes is hiring an Accounts Receivable Specialist to join our Accounting and Administrative team! The Accounts Receivable Specialist is responsible for managing and processing incoming payments, ensuring accuracy and resolving outstanding payment issues and maintaining accurate finance records.

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

Accounts Receivable Accountant Job Responsibilities:

- Manage and maintain customer account information in reservation system and ERP
- Post customer payments and reconcile customer accounts
- Provide exceptional customer service while adhering to company policy
- Maintain professional relationships with customers, employees and communities
- Make collection calls on past due accounts and NSF customers
- Prepare customer statements, monthly and as required
- Process new account applications
- Assist customers with set-up and on demand access to their account (via Paystand)
- Reconcile customer invoices in reservation system to Accounting system
- Complete annual review of accounts and recommend changes to credit terms and limits
- Prepare station sales tax reports
- Provide sales data to managers and feedback for Customer Service Processes
- Compile company Holiday card list
- Manage scheduling, travel arrangements, and calendar coordination for leadership
- Prepare and distribute correspondence, reports, and presentations
- Maintain records, files, and confidential documents
- Assist in organizing company events
- Support office operations and administrative tasks
- 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

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



- Flight/freight benefits with Alaska Seaplanes
- Flight benefits with Alaska Airlines and Delta
- Reciprocal benefits with several local vendors

Qualifications:

- Must possess excellent customer service skills
- Must be able to manage multiple tasks and deadlines
- Must have excellent organizational skills
- Must be attentive to detail and accuracy
- Must be a positive, honest team player
- Must be punctual and dependable
- Must be able to fluently read, write, and speak English
- Must be able to communicate clearly and effectively

If the Alaska Seaplanes' Accounts Receivable Specialist 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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