



## **Accounting and Administrative Assistant**

Alaska Seaplanes' Administrative and Accounting Office is hiring an Assistant to join our team, located in Juneau! Alaska Seaplanes is the premier commuter airline of Southeast Alaska, serving 15 communities throughout. 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:** The hourly rate will vary based on experience, starting at \$18 per hour.

### **Accounting and Administrative Assistant Job Responsibilities:**

- Enter bills and credit card charges, daily
- Reconcile daily cash receipts and prepare deposits, semi-weekly
- Distribute incoming mail, daily
- Answer phone tree calls and route
- Review and process refunds in TakeFlite, daily
- Process donation requests
- Plan and coordinate company events
- Assist with customer account payments, semi-weekly
- Assist with maintenance inventory and expense account ledger
- Collect/Track/Distribute EIP vouchers and replenish gift cards as needed
- Square retail inventory management – receiving & shipping
- Reconcile credit cards
- Reconcile and spot check office petty cash and till balances, monthly
- Assist with the distribution of customer statements, monthly
- Maintain vendor files, 1099 requirements
- Monitor office supply levels for Administrative and Accounting Departments
- Run errands such as bank, post office, terminal pick-up/drop-off, or as needed. Daily
- Track local, state and national fuel prices and distribute, weekly
- Maintain vehicle/fixed asset files, including registration and insurance coverage
- Manage janitorial services, supplies, trash/recycling, shredding, keep the office maintained

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- Assist other Managers and Accounting staff as needed
- 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:**

- Strong communication skills
- Ability to manage multiple tasks and deadlines
- Excellent organizational skills
- Be attentive to detail and accuracy
- Be a positive and honest team player
- Have a valid drivers license
- Be punctual and dependable
- Able to fluently read, write, and speak English

If the Alaska Seaplanes' Accounting and Administrative 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](mailto:hr@flyalaskaseaplanes.com).

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