

ALASKA SEAPLANES

Job title	Controller
Reports to	Chief Administrative Officer

Job Summary

Alaska Seaplanes is committed to providing the highest standard of transportation in Southeast Alaska. The Alaska Seaplanes Controller is responsible for financial regulatory compliance and providing accurate and timely financial information ensuring the Board's ability to make informed business decisions.

Essential Duties and Responsibilities

- Supervise the Accounts Payable Technician
- Manage capital purchases and loan file records
- Maintain accurate, expenses, fuel inventory, prepaid accounts and credit card ledger
- Perform monthly reconciliations of balance sheet accounts
- Responsible for compliance and timely reporting to Department of Transportation, IRS and other local tax and/or regulatory filings
- Maintain an accurate parts inventory in conjunction with Maintenance Department
- Assist other Accounting and Admin personnel with training
- Other duties as assigned

Qualifications

- Accounting experience including technical skills
- Intermediate to advanced QuickBooks, MS Excel and MS Word experience preferred
- Ability to manage multiple tasks and deadlines
- Excellent organizational skills
- Excellent attention to detail
- Be a positive and honest team player
- Be punctual and dependable
- Able to fluently read, write, and speak English
- Must be able to communicate clearly and effectively

Working conditions

Working conditions include working indoors, sitting for the long periods of time.

Physical requirements

Physical demands that are essential to the job include sitting for long periods of time.

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Direct reports

None.

I have received the job description for the Controller as set forth by Alaska Seaplanes. I have no physical limitations that would hinder me from performing the essential job duties of the Controller as described. I understand the essential job functions, duties and responsibilities described that are required of me in this position.

Name _____ Sign _____ Date _____

Can you perform the essential job duties, including physical requirements? Yes or No (circle)