



Vacancy Announcement

DATE: April 17, 2017

TO: All Qualified Applicants

FROM: Accounting Department

RE: Data Technician

REPORTS TO: Assistant Controller

CLOSING DATE: Open Until Filled

Ravn Alaska is recruiting for a full time Data Technician. This position will be located in Anchorage. This is a full time, benefit eligible position. Schedule is normal work week, Monday through Friday, with potential for occasional exceptions based on organizational needs.

POSITION SUMMARY

The Data Technician is responsible for a variety of clerical duties including data entry and other financial duties, set up spreadsheets, verify statistical data for accuracy and completeness. This position will be required to work at a fast pace with a high level of accuracy and efficiency. Intermediate to advanced computer skills are required to perform this job at an acceptable standard.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- DOT T100 reports: Pull data from FlightMaster, prepare Market and Segment Reports, and submit on DOT website. Includes verification of statistical data for accuracy, research and resolve issues related to airline data to include missing or incorrect data, incorrect dates and/or other information.
- Prepare monthly Landing reports using T100 data.
- Prepare monthly Village Agent detail report for Payroll.
- Help prepare weekly ACH report.
- Help process Airway Bills & Whiz tickets; assist in freight screening and integration; cross train in daily sales report
- Process monthly report on Emmonak flight data
- Maintain and create spreadsheets to provide management with information on statistics.
- Maintain a process for all filing, keeping all records and document control up to date.
- Prioritize within a fluctuating workload while meeting deadlines with exceptional

accuracy.

- Proficient with 10-key and computer systems.
- Extensive use of spreadsheets, data entry and word processing.
- Follow all policies and procedures, reporting needed changes.
- Other duties as assigned and reasonable within the scope of this role may be assigned.

QUALIFICATION REQUIREMENTS

- High School Diploma required
- Strong computer skills. Ability to type a minimum of 50 wpm and operate a personal computer. Proficient or ability to learn in a minimum amount of time Great Plains Accounting Systems. Proficient in Microsoft Office applications (Word, Excel)
- Ability to work independently, performs tasks of a detailed nature accurately within required timeframes, and adapt to fluctuating workloads.
- Exceptional organizational skills and ability to prioritize work.
- Ability to organize and maintain company records.
- Ability to maintain confidentiality.

ALL INTERESTED PERSONS ARE ENCOURAGED TO SUBMIT A COMPLETED EMPLOYMENT APPLICATION TO Ravn Alaska, Human Resources, 4700 Old International Airport Road, Anchorage, AK Fax 266-8401. No Phone Calls!

Ravn Alaska is an Equal Opportunity Employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Ravn Alaska depends solely on your qualifications.