

## **Vacancy Announcement**

**DATE:** April 16, 2019  
**TO:** All Qualified Applicants  
**FROM:** Human Resources  
**RE:** Passenger Revenue Recognition Clerk  
**LOCATION:** Anchorage, Alaska  
**CLOSING DATE:** Open Until Filled

**This announcement is for a Passenger Revenue Recognition Clerk for Ravn Air Group. This position reports to the Director of Passenger Revenue and is responsible for efficiently processing refunds in a timely manner and per regulated guidelines, and preparing documentation of all revenue-related activities. The successful candidate will have previous clerical experience in a fast-paced environment, intermediate proficiency with computers, and the ability to maintain organization and manage tasks with changing priorities.**

**This is a non-exempt, full time, benefits-eligible position. Position typically works Monday through Friday in Anchorage, however overtime may be required as dictated by business needs and with management approval.**

### **Minimum Qualifications**

- A High School Diploma/GED is required;
- A minimum of one years' clerical experience in a fast-paced environment is required;
- Must have excellent communication skills and strong interpersonal skills;
- Able to work under pressure and meet deadlines;
- Willing and able to learn and work cross-functional desks;
- Capable of resolving issues and coordinating with other departments to take appropriate action;
- Ability to work independently and manage workload, prioritizing tasks and actions as appropriate;
- Must have good organizational abilities, and a professional appearance and demeanor;
- Proficiency with computers and Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint) is required;

- Requires a strong safety awareness and the ability to adhere to Safety Management Systems (SMS);
- Able to pass a comprehensive background check;
- Comfortable working in an airport environment around odors and sounds typically associated with operating aircraft.

### **Duties & Responsibilities**

- Responsible for efficiently processing refunds in a timely manner and per regulated guidelines, and preparing documentation of all revenue-related activities as per company procedures;
- Reviews accurate revenue recognition and sends electronic transmissions daily basis;
- Meets deadlines as appropriate with tasks assigned to ensure timely filing of refund information;
- Scans documents into system on a daily basis as necessary to ensure timely input of information;
- General clerical duties as delegated within department;
- Maintains office filing system with exceptional accuracy;
- Distributes co-mail, downloads reports, archives files, scans assigned documents;
- Ensures policies are followed according to company procedures;
- Performs revenue accounting reporting on a daily, weekly, and monthly basis;
- Processes timely invoices and performs month-end account reconciliations;
- Resolves revenue-related issues and follows up on outstanding items at remote airports;
- Provides assistance and conducts job trainings to revenue team when required;
- Responsible for promoting identification and reporting of safety hazards in the work environment or when confronted with an unsafe situation. Promotes a positive Safety Culture with co-workers and supports the organization in compliance with Safety Management System (SMS);
- Other duties as assigned and within the scope of this position.

**ALL INTERESTED PERSONS ARE ENCOURAGED TO SUBMIT A CURRENT RESUME AND COMPLETED EMPLOYMENT APPLICATION TO RAVN AIR GROUP VIA EMAIL, FAX, OR BY MAIL:**

**Email: [jobs@flyravn.com](mailto:jobs@flyravn.com)**

**Fax: (800) 616-5081**

**Mail: Ravn Air Group, Human Resources, 4700 Old International Airport Road, Anchorage, AK**

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