

## **Vacancy Announcement**

**DATE:** May 7, 2019  
**TO:** All Qualified Applicants  
**FROM:** Human Resources  
**RE:** Accounts Payable Clerk  
**LOCATION:** Anchorage, Alaska  
**CLOSING DATE:** Open Until Filled

**This announcement is for an Accounts Payable Clerk for RavnAir Group. This position reports to the Director of Accounting and is responsible for the processing and verification of accounts payable invoices, statements, and payments. The successful candidate will ideally have previous accounting experience, a high proficiency with computers, and be capable of maintaining accuracy and achieving deadlines in a fast-paced environment.**

**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 or GED is required;
- Required to work at a fast pace with a high level of accuracy and efficiency;
- Must have intermediate computer skills with proficiency in Microsoft Office applications and 10-key computing;
- Previous accounting experience in a fast-paced office setting is highly desired;
- Ability to work independently, perform tasks of a detailed nature accurately within required timeframes, and adapt to fluctuating workloads;
- Requires excellent organizational skills and the ability to prioritize multiple tasks without losing focus;
- Must be able to read and understand customer contracts and follow detailed directions to accomplish assigned tasks;
- Requires the ability to maintain confidentiality;
- Good written and verbal communication skills;
- 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 accurate and timely accounts payable invoices, statements, and payments;
- Organizes and processes invoices, purchase orders, and other designated accounting materials;
- Reviews invoices received pre-coded accurately per general ledger requirements;
- Ensures all invoices have been approved by the appropriate manager or supervisor;
- Reconciles monthly statements from vendors and employee advances upon return;
- Answers vendor inquiries in a professional and timely manner;
- Ensures filing is maintained in an organized manner;
- Assists with the preparation and processing of weekly check runs;
- 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 RAVNAIR GROUP VIA EMAIL, FAX, OR BY MAIL:**

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

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

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

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