

## **Administrative Assistant**

Reports to: Assistant Station Manager  
Division: Everts Air Cargo

Department: Recordkeeping – Admin  
Station: ANC

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### **Job Summary:**

Provide administrative support for the Accounting Department by completing accounting functions for the Anchorage station.

### **Essential Functions:**

1. Accounts Payable to include approval, coding, data entry, and research as needed.
2. Flight recaps to include data entry, analyzing data, checking flight envelopes, and calculating agent pay.
3. Accounts Receivable to include approval, verification, data entry, and providing A/R clerk with supporting documentation.
4. Calculation of agent pay to include verification of manifest, transferring landing information to Airport Accounting, verification of agent deductions, data entry, and providing A/P with supporting documentation.
5. Process daily sales and bush reports.
6. Reconcile and collect agent collects accounts, daily sales reports, and ANC collect accounts.
7. Balance CSA tills.
8. Evaluate records for accuracy or balances, postings, calculations, and other records pertaining to business or operating transactions and recording discrepancies.
9. Perform financial calculations such as amounts due, balances, discounts, equity, and principal.
10. Process negotiable instruments such as checks and vouchers for daily cash deposits.
11. Record financial transactions and other account information to update and maintain accounting records.
12. Verify balances and entries, calculations, and posting recorded by other workers.
13. Provide friendly, courteous customer service by phone, fax, and mail for account questions, auditing, etc.
14. Responsible for the research and correction of account errors.

### **Additional Responsibilities:**

#### Safety

1. Comply with all safety aspects of your position.
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Follow all Company practices and procedures.
4. Contribute to the Safety Culture of the Company.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you can't personally correct to a supervisor.

#### Security

1. Maintain employee vigilance and report all security concerns.
2. Be observant of any Customers acting suspiciously and ensure that personnel/visitors are conforming to airport security guidelines.

### **Physical Abilities:**

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Physical ability to sit for extended periods of time.
3. Requires the ability to be sedentary for extended periods of time.
4. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**Qualifications:**

1. Requires the knowledge of arithmetic, algebra and mathematic applications as they pertain to accounting.
2. Ability to maintain confidentiality in all aspects of supervisory and financial functions.
3. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*

Employee Signature \_\_\_\_\_ Date\_\_\_\_\_

Employee Printed Name\_\_\_\_\_