

## Accounting Clerk - Statistics

Reports to: Senior Accounting Manager  
Division: Everts Air Cargo

Department: Accounting  
Station: FAI

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### Job Summary:

The position involves the ability to analyze, compile, and use large volumes of data for report compilation and submissions. Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals, ledgers, or computers.

### Essential Functions:

1. Enter data into computers for use in report preparation.
2. Check source data to verify completeness and accuracy.
3. Compile accurate reports based on the data entry.
4. Create and file reports via web-based programs on a weekly, biweekly, and monthly basis.
5. Reconcile accounts for accuracy pertaining to business or operating transactions.
6. Process reconciliation and posting of fuel and advance charge invoices.
7. File or archive material to include but not limited to correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to filing system.
8. Maintain confidentiality in all duties assigned.
9. Assist Senior Accounting Manager and Controller with daily activities and special projects.
10. Build an organizational culture in which passion for continuous improvement is innate.

### 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 and report any Safety Hazards.
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.

### 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. Sufficient physical ability, strength, mobility, and stamina to lift, carry, push, or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. 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 ability to coordinate with and work for a variety of Management personnel and must be self-motivated, organized, and comfortable with frequent change.
2. Requires the ability to understand, retain, and deliver information verbally and written.
3. Requires good organizational, attention to detail, and record keeping skills and the ability to maintain current and updated information. Requires the ability to input and retrieve information from a database.
4. Requires the ability to be sedentary for extended periods of time and the ability to operate computer keyboard and screen for extended periods of time as required by location.
5. Must be able to perform multiple tasks simultaneously, such as talking on the phone, data entry, and data retrieval.
6. Knowledge of administrative and clerical procedures, work processing systems/software, managing files and records, designing forms and other office procedures and related terminology.
7. Ability to maintain confidentiality in all aspects of employment, including file and record maintenance.
8. Knowledge of technology used for training purposes or possess an interest in learning the technological methods used in training.
9. Must possess a valid driver's license.

*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.*

**Tatonduk Outfitters Limited (Dba Everts Air Cargo; Dba Everts Air Alaska) shall abide by the requirements of 41 CFR 60. This regulation prohibits discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibits discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, this regulation requires that Tatonduk Outfitters Limited (Dba Everts Air Cargo; Dba Everts Air Alaska) take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.**

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

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