



Era Aviation, Inc.

6160 Carl Brady Drive
Anchorage, Alaska
99502

**EMPLOYMENT
REQUISITION**

TITLE OF POSITION: Senior Staff Accountant
SALARY LEVEL: DOE
REPORTS TO: VP Finance/Controller

MINIMUM QUALIFICATIONS:

- Bachelors Degree in Accounting
- CPA preferred but not required
- Three or more years accounting experience
- A/P and Payroll experience preferred
- Great Plains & ADP preferred
- Proficient use of electronic spreadsheets and word processing programs
- Experience working with confidential information and preparation of management reports
- Strong organizational, analytical and motivational skills
- Must pass a pre-employment drug screen and background check

DUTIES AND RESPONSIBILITIES:

- Review and supervision of A/P and Payroll functions
- General Ledger accounting responsibilities such as subledger reconciliation, inventory integration, etc
- Other duties and special projects as assigned

Candidates should be experienced in working with multiple computerized accounting systems. Candidates should also be detail oriented, accurate, and well organized to manage varying workloads and work independently.

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Resumes can be faxed to HR at 907-266-8401 or 907-266-8348 Attn: VP Finance/Controller.