



Era Aviation, Inc.  
6160 Carl Brady Drive  
Anchorage, Alaska  
99502

## EMPLOYMENT REQUISITION

TITLE OF POSITION: [Accounting Clerk](#)  
LOCATION: [Anchorage](#)  
DATE POSTED: [March 4, 2008](#)  
APPLICATIONS ACCEPTED UNTIL: [Until Filled](#)  
SALARY LEVEL: [D. O. E.](#)  
REPORTS TO: [Assistant Controller](#)

### MINIMUM QUALIFICATIONS:

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- High school graduate or equivalent
- Ability to interact with customers in a professional manner
- Proficient with 10-key and personal computers—data entry skills a plus
- Must be familiar with Microsoft Office applications such as Word and Excel
- Must pass a pre-employment drug screen and background check

### DUTIES AND RESPONSIBILITIES:

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- Enter cash receipts and customer payments in the accounting system(s)
- Prepare weekly D.O.T. and other statistical reports
- Process interline air waybills for billing
- Other duties as assigned

### COMMENTS:

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Candidates should be accurate, well organized, and able to work effectively as part of a team with a large and varied workload. Dependability is a must and attendance is critical for the position. Great Plains and CDM experience a plus but not required.

### HOW TO APPLY:

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Please send a current resume, letter of interest, and references to Era's Personnel Office at:  
6160 Carl Brady Drive  
Anchorage, Alaska 99502  
Fax: 907-266-8348

You may also submit your resume via e-mail to [shood@flyera.com](mailto:shood@flyera.com)