



## Job Description

### Administrative Assistant- Accounting

#### Full-time or Part-time

#### Company Intro:

Decades ago, Aero-Tech Services started with a mission that still guides us today: to serve people through aviation. Today, we operate a fleet of charter aircraft, run a world-class flight school, and maintain and manage those aircraft and the aircraft of outside customers. We are based in Lancaster County at the Lancaster Airport in Lititz, PA.

Our clients say it for us: We stand out from the competition because our staff is responsive and courteous, our work is professional and ethical, and we are always focused on safety. We are proud of our team and the service we provide.

#### Summary:

We are looking for an Administrative Assistant in Accounting to help with a variety of aviation related and standard accounting tasks. This can be a full-time or part-time role. You will be working closely with Accounting to achieve the departments goals and deliver excellent customer service to the Flight School, Aviation Maintenance, and Air Charter departments within ATS.

#### Job Description and Tasks:

1. Gather information:
  - a. Receive, process, verify, and reconcile invoices
  - b. Obtain information where documents are missing or incomplete
  - c. Help manage digital invoices, packing lists, and receipts on server
2. Enter the data:
  - a. Enter data into Quickbooks, Adobe Acrobat, Excel, MyFBO, and others
  - b. Manage and sort data from PDFs into accounting software.
3. Close the records:
  - a. Double-check work for accuracy
  - b. File completed documents both digital and paper in designated locations
  - c. Respond to requests for information and access relevant files
  - d. Comply with data integrity and security policies
4. Other duties as assigned as the position grows.

#### Experience and Key Skills:

1. General knowledge of accounting
2. Quickbooks
3. Adobe Acrobat Standard DC
4. Microsoft Outlook, Excel, and Word

#### Preferred Experience:

1. Associates degree in bookkeeping or accounting or 2 years' experience in bookkeeping or accounting.



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#### Reporting:

This position will report to the Accounting Manager for all issues including requesting time off, performance of duties, and annual reviews.

#### Compensation:

1. Full-time with benefits and PTO or part-time available.
2. Hourly wage is commensurate with experience.

#### Conditions:

1. All opportunities within this job description are based on satisfactory performance and accountability to the mission, vision, and values of ATS and policies within the employee handbook.
2. The working hours for this position are flexible and to be coordinated/approved by the Accounting Manager.
3. This is not a remote role.