



AP Accounting - Job Description

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 customer feedback could be summarized as: ATS stands out from the competition because of their focus on safety, compounded by their responsive, ethical, and professional staff. We are proud of our team and the service we provide.

Summary:

We are looking for an Accounts Payable Position in Accounting to help with a variety of aviation related and standard accounting tasks. This is a full-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:

- Receives and verifies vendor's invoices, expense reports; reconciles expense with purchase orders, account balances and other records.
- Analyze, sort, and code purchases according to financial records.
- Enter and upload invoices into accounting system.
- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Facilitate payments of vendors, reviewing purchase orders, and resolving discrepancies.
- Maintain accurate historical records
- Other related duties as assigned.

Experience and Key Skills:

- Excellent organizational skills and attention to detail.
- Must be able to learn accounting software systems.
- Must be reliable and extremely trustworthy.
- Proficiency in Microsoft Office.
- Vendor relationship skills.
- Organizing and prioritizing.

Education and Experience:

- High School Diploma; 2-4 year Accounting degree preferred.
- 1-3 years accounts payable or general accounting experience.
- Knowledge of relevant accounting software (such as QuickBooks).
- Proficient in data entry and management.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.

Reporting:

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

Compensation:

- Full-time with benefits
- Hourly wage is commensurate with experience.

Conditions:

- 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.
- The working hours for this position are flexible and to be coordinated/approved by the Accounting Manager.
- This is not a remote role.

Benefits:

- 401k plan with company contribution available after 1 year of employment.
- Health care compensation.
- Positive, friendly work culture focused on core values.
- Discounted airplane rentals and free Redbird simulator time.