

# Accounting Assistant

Sun Air Jets, a full service FBO in Camarillo, is seeking a full time Accounting Assistant to provide A/P and clerical support to the Accounting department. Sun Air Jets is an industry leader in the performance of corporate jet support services. The company delivers a wide variety of services tailored specifically to business jet owners including aircraft management, on demand charter, aircraft fueling, hangar storage, and jet maintenance.

## **Position Description:**

The Accounting Assistant's primary purposes is to perform the accounts payable function for the department. The position also provides various other accounting related assistance to the department such as invoicing customers and processing expense reports. The Accounting Assistant will also participate in special accounting related projects as they are assigned.

## **Essential Job Functions:**

- Receive, process, verify, and reconcile payable invoices
- Charge appropriate expense accounts
- Assist in processing/Creating aircraft services statements
- Process pilot expense reports
- Trip file processing and customer invoicing
- Year end 1099 solicitation and processing
- Other clerical duties assigned by the Controller

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## **Work Environment**

The employees work station is located in an office setting. Employee will work in a cubical at a computer the majority of the shift.

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## **Required Qualifications:**

- Intermediate experience with Microsoft office products
- Prior Accounting experience a plus
- Attention to detail, thoroughness, and a high level of accuracy
- Excellent communication skills both written and verbal
- General math skills
- Ability to maintain confidential information

The Company provides a complete benefits package and competitive pay. NO WALKINS or PHONE CALLS will be accepted for this position. If you are interested in applying for this position, please email your resume through this ad or email [hr@sunairjets.com](mailto:hr@sunairjets.com).

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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