



POSITION DESCRIPTION

Department:	Finance	Department Manager:	Director of Finance & Pilot Benefits
Job Title:	Accounting Specialist	Reports To:	Director of Finance & Pilot Benefits
Classification:	Non-exempt	Effective Date:	06/03/2026

POSITION SUMMARY

The Accounting Specialist is responsible for posting information to accounting journals and accounting software from source documents such as invoices to customers, cash receipts, and supplier invoices.

ESSENTIAL DUTIES & RESPONSIBILITIES

To perform the job successfully, the individual must be able to execute each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please note job duties, responsibilities, and activities may change at any time, with or without notice, to accommodate business needs.

- Enter and upload supplier invoices in a timely manner
- Communicate with vendors and suppliers to obtain necessary information
- Issue invoices to appropriate third-parties, as applicable
- Collect and verify timesheets, calculate wages and deductions, maintain employee payroll records, and ensure accurate, timely processing of each pay cycle in compliance with federal and state regulations
- Prepare payroll reports, reconcile payroll with the general ledger, assist with tax filings and audits, and respond to employee payroll inquiries while resolving discrepancies
- Ensure that receivables are collected promptly
- Record cash receipts and prepare bank deposits
- Maintain the petty cash fund
- Provide information to the financial staff who creates the company's financial statements
- Assemble financial information for external auditors for the annual audit
- Maintain an orderly accounting filing system
- Assist with maintaining the chart of accounts
- Identify areas of non-compliance with local, state, and federal government reporting requirements
- Provide clerical and administrative support to management as requested
- Other job duties as defined and assigned

EDUCATION & QUALIFICATIONS

- Associate's Degree in Accounting or Accounting Specialist Certification preferred, or equivalent business experience
- General understanding of accepted accounting practices and principles and bookkeeping
- Working knowledge of the Microsoft Suite (i.e. Word, Excel, Outlook, PowerPoint)
- Experience with automated accounting systems
- Ability to read and understand budget desirable
- Experience in a related job and working in an office environment
- Discretion and trustworthiness due to frequent contact with confidential material

- Good communication skills and self-starter work ethic
- Ability to recognize necessary escalation points

PHYSICAL DEMAND & WORK EFFORTS

- Keying / typing, sitting, standing walking
- Ability to spend large periods of time viewing computer monitor(s)
- Ability to lift up to 20 pounds
- Ability to travel, including but not limited to driving, to/from various locations including conferences, trainings, and/or attendance at SWAPA events
- Potential standing for long periods of time in support of Union-related activities such as picketing
- Constant mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness in an office environment
- Compliance with company attendance standards

Employee Name / Signature: _____

Date: _____

Manager Name / Signature: _____

Date: _____