



## **Accounting Assistant – full time term position**

Fast Air Ltd., a charter air service and medevac provider, is seeking a detail oriented individual to assist in our accounting department for a one year term.

### **Responsibilities will include:**

Accounts Payable:

- GL Coding, processing large detailed invoices to multiple departments
- payable runs
- preparation of numerous self assessed charges from detailed A/R spreadsheet

Accounts Receivable:

- payment processing, and collections follow up,
- bank deposits
- detailed spreadsheet preparation
- monthly invoice preparation for leased aircraft,

Fuel consumption spreadsheet with graph

Bank and account reconciliation

Filing,

Other miscellaneous duties

This position requires the ability to process a large and varied volume of work quickly and accurately. Attention to detail, speed and accuracy are essential. The successful candidate must also have proficiency in Excel and the aptitude to learn new software.

### **Qualifications:**

Proficiency in Excel, Word and accounting software

Excellent communication, interpersonal, organizational and problem solving skills

Ability to work independently

Current enrollment in CGA program minimum Level 2 or equivalent experience

For this challenging position speed, accuracy and attention to detail are essential.

This is your opportunity to work for a dynamic, growing company in the aerospace industry. We have a fast paced atmosphere with friendly staff. Come and be part of our team.

Send your resume with salary expectation to:

Fast Air Ltd.

80 Hangar Line Road,

Winnipeg, MB, R3J 3Y7

Fax: 204-783-2483

Email: [accounting@flyfastair.com](mailto:accounting@flyfastair.com)

Please include reference # A6298 at the top of your resume.

No phone calls please.