

Full Charge Bookkeeper

We're hiring a data-driven accountant for an integral position on our team. You'll keep our general ledger up-to-date, ensure the accuracy of our financial information, and use QuickBooks for tracking. Candidates should be experienced problem-solvers, well-organized, detail-oriented, and time-efficient.

Responsibilities:

- Record day-to-day financial transactions and complete the posting process
- Ensure invoices are recorded properly in QuickBooks and all spreadsheets
- Enter Accounts Payable bills to the correct company and ensure timely payment
- Code and enter credit card transactions making sure all all entries are made to the correct company
- Create inter-company billing, record and pay between companies
- Ensure the employees are paid accurately and payroll liabilities are paid correctly
- Prepare and file all payroll tax returns and excise tax return
- Reconcile all bank statements and review financial statements for miscoding/incorrect classifications

Qualifications:

- Exceptional knowledge of generally accepted accounting principles (GAAP)
- Experience with Excel, QuickBooks, and basic accounting systems
- Must possess exceptional communication, problem-solving, and time management skills
- Must have 2 or more years of work experience at an accounting firm or as a Full Charge Bookkeeper, or similar
- Bachelor's degree in accounting or related field desired but not required

Compensation:

\$45,000 - \$75,000

About Jet Services

The Jet Services family of companies encompasses a full range of aviation services including Private Aircraft Charter, Complete Management Solutions, and a Turbine Aircraft Repair Station.

Jet Services, Inc. is a licensed aircraft charter operator located at the Mobile Regional Airport. We are ARGUS Gold Rated, Wyvern Registered and offer jet charter in the United States, Canada, Mexico, Central America, and the Bahamas as well as other Caribbean destinations. Our exclusive jetKeys include competitive charter pricing, flexible membership programs, and complete ownership solutions.

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Our commitment to safety is second to none and we have the reputation to back it up! Home offices are located in the Signature Flight Support facility in Mobile, AL (KMOB).

If interested, please send your resume to careers@flyjetservices.com.



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 flyjetservices.com

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