

## Job Title Accounting Clerk - Entry Level

<b>Organisation</b>	Accounting Clerk - Entry Level
<b>Reports to</b>	Accounting Manager
<b>Location</b>	JFK office
<b>Position Code</b>	CAL205
<b>Job Purpose</b>	Challenge Airlines is seeking a motivated and detail-oriented Entry-Level Accounting Clerk to join our Airline Accounting department. In this role, you will be responsible for accurately entering charges to customers based on Air Waybill (AWB) accuracy and rate confirmations provided by the Sales department. This is an excellent opportunity for individuals seeking to start their career in accounting within the airline industry.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• <b>Charge Entry:</b> Accurately enter customer charges into the accounting system based on Air Waybill details and rate confirmations received from the Sales department.</li> <li>• <b>Verification:</b> Review and verify the accuracy of the Air Waybill information and ensure it matches the rate confirmations before processing.</li> <li>• <b>Data Management:</b> Maintain organized records of all transactions, ensuring that all entries are accurate and up to date.</li> <li>• <b>Coordination:</b> Communicate with the Sales department to clarify any discrepancies in the rate confirmations or Air Waybill information.</li> <li>• <b>Reporting:</b> Assist in the preparation of reports related to customer billing and charge entries as required by the accounting team.</li> <li>• <b>Compliance:</b> Ensure that all entries comply with company policies, industry regulations, and accounting standards.</li> <li>• <b>Support:</b> Provide general support to the Airline Accounting team, including filing, document management, and other administrative tasks as needed.</li> <li>• <b>Process Improvement:</b> Identify and suggest improvements to the charge entry process to enhance accuracy and efficiency.</li> </ul>
<b>Job Requirements</b>	<ul style="list-style-type: none"> <li>• <b>Education:</b> High school diploma or equivalent required; an associate degree in accounting, finance, or a related field is preferred.</li> <li>• <b>Experience:</b> No prior experience is necessary, though experience in data entry, billing, or accounting is a plus.</li> <li>• <b>Attention to Detail:</b> Strong focus on accuracy and detail, with the ability to spot discrepancies and ensure data integrity.</li> <li>• <b>Organizational Skills:</b> Excellent organizational abilities, capable of managing multiple tasks and meeting deadlines.</li> <li>• <b>Communication:</b> Effective verbal and written communication skills, especially for coordinating with other departments.</li> <li>• <b>Team Player:</b> Ability to work collaboratively within a team environment and adapt to a fast-paced work setting.</li> <li>• <b>Adaptability:</b> Willingness to learn new systems and processes, with a proactive approach to problem-solving.</li> </ul>