



**Wilkes-Barre/Scranton  
International Airport**

100 Terminal Drive, Suite 1

Avoca, PA 18641

**E:** airport@flyAVP.com

**P:** 570.602.2000

## ACCOUNTS RECEIVABLE SPECIALIST

### **POSITION**

Performs general clerical and accounting activities within highly structured job parameters. Performs routine general accounting, accounts receivable and auditing functions. Reports to Director of Finance/Administration.

### **RESPONSIBILITIES**

- Reviews, processes and compiles various accounting transactions, i.e., cash receipts, deposits, invoicing, reconciliation, which include but are not limited to:
  - Preparing and mailing invoices to customers;
  - Posting payments to customer accounts;
  - Organizing and filing deposit receipts as invoices are paid;
  - Preparing reports on delinquent accounts and customer payment profiles;
  - Reconciling cash receipts and deposits; and
  - Analyzing financial records for accuracy.
- Assists with general accounting or other clerical responsibilities as assigned.
- Maintains various accounting files and file assets in preparation of reports which include but are not limited to enplanements, all concessions performance and hangar leases.
- Verifies information.
- Posts journal entries.
- Summarizes and prepares internal reports.
- Reviews various financial statements for internal accuracy and conformance to accounting requirements.
- Oversees Passenger Facility Charge (PFC) program e.g. depositing, posting and logging of PFC checks and reports.
- Oversees Customer Facility Charge (CFC) program e.g. depositing, posting and logging of CFC checks and reports.



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### **QUALIFICATIONS**

- Basic knowledge of grammar, spelling, punctuation and basic mathematical functions like percentages, ratios, etc. Computer skills proficiency – Microsoft Word, Excel, PowerPoint – SAGE Accounting.
- Requires an Associate degree in Accounting, Business Administration or a closely related field such as Finance.
- Four years of pertinent professional or para-professional experience may substitute for the education requirement.

### **PHYSICAL REQUIREMENTS**

- Position will require the ability to frequently reach, stand, walk, grasp, sit, talk, hear, see, and occasionally perform repetitive motions.
- Position will require the ability to lift, carry items up to 10 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time-to-time, as needed.



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**Additional Information:**

HR Use Only	
Management? (Yes/No)	NO
Exempt status	NO
Last revised	1-24-2017

**Employee Signature:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_