

OVERVIEW

Avalair is a boutique private aircraft management and charter company based at the Houston Executive Airport in Brookshire, Texas. We offer aircraft management, private charter, flight crew, and maintenance services for our customers, focusing on outstanding, timely, and comprehensive service. Our fleet currently includes eleven aircraft, seven of which are available for charter. To learn more about our company, visit www.avalair.com.

To help meet our growing demand, Avalair is seeking a full time Staff Accountant to manage the day-to-day accounting responsibilities. This role will report to the Controller.

As one who will be responsible for assisting with numerous accounting tasks, the Staff Accountant should have strong written and oral communication skills, attention to detail, the ability to think critically and problem solve, as well as a familiarity with QuickBooks and other accounting software.

RESPONSIBILITIES

- Process journal entries.
- Update invoices in JetInsight, the platform used for quoting and invoicing, after each billable flight and send to customers; create corresponding invoices in QuickBooks.
- Enter vendor invoices into Quickbooks and reconcile against vendor statements and expense reports.
- Manages purchasing card expenditure process, including monthly reconciliation of employee purchasing card statements.
- Assist with Balance Sheet Reconciliations
- Assist with Month End Closing
- Provide other deliverables as directed by the Controller within a mutually agreeable timeline.

HOURS & SCHEDULE

- Normal hours are Monday – Friday from 0830-1730 with a one-hour lunch break.
- Additional work duties may be required on evenings or weekends depending on demands. We will work together to meet both company and personal scheduling needs.

REQUIREMENTS

- Associates Degree in Accounting or Finance
- 2-5 years of experience in accounting
- Familiarity with QuickBooks
- Highly detail-oriented and organized
- Superior analytical and problem-solving skills
- Familiarity with accounting software and programs

- Excellent time management skills and ability to work independently
- Strong communication skills, both written and verbal
- Thrives in a team environment and enjoys working collaboratively

SALARY & BENEFITS

Starting SalaryCommensurate with Experience

Position Benefits:

- Company paid health and dental insurance for employees; dependent and family plans offered at a discounted rate
- Optional vision insurance
- 401k with 4% company contribution match
- \$50,000 life insurance policy at no cost to employees
- Company paid cell phone plan
- Three weeks (15 days) of vacation in first year
- Primary federal holidays
- Performance reviews every 12 months

CONTACT INFO

If you are interested in this position, please email your resume to careers@avalair.com. You may also reach out to our Director of Human Resources, Jessica Kelly, jkelly@avalair.com with any questions.

COMPANY INFORMATION

Avalair Aircraft Management
 Houston Executive Airport (KTME)
 1900 Cardiff Rd.
 Brookshire, TX 77423
 Phone: 832-819-5387