

Administration Assistant/Bookkeeper

Responsibilities include accounting, secretarial, and general office. Required qualifications include: extensive experience and proficiency in accounting/bookkeeping (AP, complex AR) and accounting software, thorough knowledge of office procedures, Microsoft Word and Excel, general ledger and financial statements, excellent oral and written communication skills, ability to multi-task with a high level of accuracy, five years of relevant experience, verifiable professional references, Associates Degree in related field or equivalent combination of experience and training.

Starting at \$15 per hour. Full time, day shifts with few evenings. Must pass drug and alcohol tests & fingerprint background investigation. Valid drivers license. Competitive benefits package available. EOE.

Send resumes to Fort Smith Regional Airport 6700 McKennon Blvd, Suite 200, Fort Smith, AR 72903 or email to admin@fortsmithairport.com.

Application & job description posted at www.fortsmithairport.com, under "Latest News". No phone calls.