

We are committed to providing a stable, growth-oriented and inspiring work environment that offers opportunities for professional, personal and financial growth. If you are interested in joining a growing team, where **YOU** are our most valuable asset, then MAC is the place for you.

## **Reconciliation Specialist**

### **POSITION PURPOSE:**

The purpose of the Reconciliation Specialist is to support the Accounting staff in reconciling expense reports, corporate credit cards, and other Accounts Payable assistance. This position will report directly to the Controller.

### **RESPONSIBILITIES/DUTIES:**

- Reviews and verifies all corporate travel credit card statements, and associated expense reports.
- FedEx coding expert for all travel, expense reports, and corporate card transactions.
- Coordinates with Travel Booking Specialist, Accounts Payable, and Expense Reporting Specialist to research and resolve any errors or missing documentation.
- Analyze travel costs and suggest cost savings.
- Liaison between Accounting and Travel Booking employees.
- Assists with monthly status reports, KPIs, and monthly closings.
- Reconciles various accounts by identifying errors in posting or omissions by applying appropriate accounting standards.
- Files, maintains, and distributes accounting documents, records, and reports.
- Investigates and resolves problems associated with processing of invoices.
- Performs other duties as required to support Accounting Department.

### **QUALIFICATIONS:**

- 3-4 years Accounts Payable or General Accounting experience
- Excellent problem-solving skills.
- Possesses strong organizational skills; must be detail oriented.
- Open to change and willing to learn new skills. Positive attitude.
- Proficiency in Microsoft Excel and other office products.
- Must have excellent verbal and written communications skills.
- Must have the ability to interact with all levels of management within the company and with vendors and customers.

### **SPECIAL POSITION REQUIREMENTS:**

- N/A

### **SUPERVISORY RESPONSIBILITY:**

- N/A

**TRAINING REQUIREMENTS:**

- Training and familiarization for certain tasks may be necessary.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

Work typically performed in an office environment.

Mountain Air Cargo, Inc. is an Equal Opportunity Employer. We offer a comprehensive benefits package.