CAREER OPPORTUNITY:
Carpenter Avionics, Inc.

Position Title:
Accounting Assistant

This is a rare opportunity to join a dedicated team that is committed to the highest quality workmanship, integrity, and customer satisfaction, and to join a company undergoing renewed vigor and growth under new ownership.

There is compelling innovation and opportunity within the world of avionics - particularly at Carpenter Avionics. Carpenter is an award-winning, authorized FAA Repair Station that sells, installs, and maintains avionics systems for general aviation aircraft, including business jets, turboprops, and piston engine airplanes. Carpenter has served customers across the country and internationally for more than 33 years, from its location in greater Nashville, Tennessee.

Summary of the Role:
Carpenter Avionics now has an immediate need for an Accounting Assistant. This developmental role, which reports directly to the Controller, will assist with the accounting and financial functions of our accounting department. There may also be other administrative tasks required, as needed. The role of this position is vital to the growth and success of the company.

Key Responsibilities:
- Assist Controller with completion of daily accounting activities, monthly financial reporting, cash management, bank reconciliations, budget analysis and workpaper presentation.
- Provides the opportunity to participate in various special projects and financial analyses.
- Assist with some Human Resource roles and policies required by state and federal governments.
- Provide support in the payroll process.
- Learn and support the Accounts Payable process.

Key Competencies and Attributes:
- Passion for accounting, learning, innovation, and achievement.
- Exemplary professionalism and skill in Microsoft Word, Excel, and Outlook.
- Willingness to work alongside others in the team - as part of the team - and lead by example.
- High integrity, including maintenance of confidential information, trustworthiness, work ethic, good judgment, and dependability. Professional appearance, demeanor, and presence.
- Exceptional interpersonal, negotiation and communication skills - verbal and written. Customer service orientation.
- Compliance with company policies and procedures.

Education and Experience:
- Qualified candidates should be in pursuit of a Bachelor’s in Accounting with at least one year of accounting background/education.
- Required Education: High school diploma or equivalent.
Compensation:
At Carpenter, each associate is a valued resource. Carpenter offers a stable yet exciting environment that has fostered a surprisingly long tenure for its team members. The pay range is based on the level of experience. Pay range - $13 - $15/hr.

Job Location:
This role is based at Carpenter’s location in greater Nashville, TN, known the world over as “Music City” – a vibrant and growing area offering an incredible quality of life. The Smyrna/Rutherford County Airport is the most active general aviation airport in Tennessee and third most active airport overall in the state. Carpenter is located at 624-B Fitzhugh Blvd, Smyrna, TN.

Employment Statement:
Carpenter Avionics is an equal opportunity employer. We celebrate diversity.

For More Information and to Apply:
- Send your resume to Ilaine Newby, Controller: Ilaine@carpenteravionics.com
- Please see the company’s website: www.CarpenterAvionics.com