

Cirrus Employment Opportunities



DULUTH ADMINISTRATION

<u>POSITION (Number of Openings)</u>	<u>SHIFT</u>	<u>DEPARTMENT</u>	<u>STATUS</u>	<u>DATE</u>
Accounts Payable Administrator (1)	Days	Accounting	Full Time	03/03/10

Accounts Payable Administrator Responsible for ensuring proper coding and approvals on invoices, matching purchase orders and receiver to invoices, posting invoices to the general ledger, researching and resolving accounts payable issues. Qualifications: Associates Degree in Accounting and/or 2+ years of Accounting experience. Strong analytical skills, attention to detail, demonstrated problem solving and multi-tasking abilities, ability to work well under pressure and meet deadlines, effective verbal and written communication skills. Proficient with Microsoft Office (Word, Excel).

Cirrus gives special consideration to qualified internal applicants interested in promotion, as well as transfer opportunities consistent with the best interest of the organization. An employee transferring to another position in a different job category will be subject to a new introductory period. Employees interested in applying for other positions within the company are encouraged to do so with the understanding that qualified applicants from outside of Cirrus will also be considered.

**Cirrus Aircraft is an Equal Opportunity Employer
www.cirrusaircraft.com | Jobs Line: 218-788-3200
4515 Taylor Circle Duluth, MN 55811**