



Job Description Title: Flight Log Analyst
Division/Department: Customer Accounts
Location: Miami
Reports to: VP & Chief Compliance Officer
Work Schedule: 8:30 a.m. to 5:00 p.m.
Monday through Friday
Must be flexible and able to work weekends and overtime as necessary.

Exemption Status: Non-Exempt

Summary of duties and responsibilities:

Maintain full flight simulator record log pages in accordance with company and federal regulatory requirements. Assist internal and/or external departments and internal and/or external customers with records requests. Convert full flight simulator log pages into digital format for archiving and retrieving. Perform reconciliations of flight logs against simulator schedules for proper recording of performed activity and billing support.

Primary duties and responsibilities:

1. Reconcile/audit full flight simulator log records for completeness upon receipt.
2. Perform daily reconciliations of full flight simulator logs against simulator schedules.
3. Convert full flight simulator log pages into digital format for archiving and retrieving.
4. Perform audits of records to ensure accuracy and integrity of paper vs. electronic files.
5. Provide support to internal and/or external departments and internal and/or external customers regarding record requests.
6. Provide support for all internal and external company and federal agency audits.
7. Generate periodic status summaries and recommendations to Compliance Management for the continual enhancement of the records system process.
8. May perform other responsibilities as assigned. Responsibilities and duties may change when circumstances dictate. (e.g. emergencies change in workload, rush jobs or technical developments.)
9. Assist others in the Customer Accounts Department as necessary.
10. Perform other related duties and assignments as necessary, including special projects.

Education, prior work experience, and specialized skill and knowledge:

2 year college degree, preferably in Accounting. 3-5 years of experience in accounting background. Must be organized; concise and detailed in tasks; and have knowledge of Microsoft Office, particularly Excel, and enterprise accounting software.

Physical environment/working conditions:

Office environment. May have some light lifting up to 30lbs. May require prolonged periods of sitting, standing, bending, and stooping. May have prolonged computer usage.

Equipment/machinery used:



General office equipment, such as: personal computers, facsimiles, copiers, postage machines, laminating machines, etc.

I have read and understand the duties outlined in this job description.

Employee Signature

Supervisor Signature

Employee Printed Name

Supervisor Printed Name

Date Signed

Date Signed