

Accounting Clerk/TRAMS Specialist

Job Description

Position Summary:

The role of Accounting Clerk/TRAMS Specialist is a back-office role that requires knowledge of airline accounting and other back-office related duties. In this role, the Accounting Clerk must be able to file a weekly ARC Report, process refunds in IAR, correct ticketing errors and ensure all transactions interface in the TRAMS (Sabre) Back Office system. This role also requires someone with strong research skills for managing airline debit memos and other cost-related duties. The Accounting Clerk must possess strong communication skills (written and verbal) to interact with internal and external customers.

Required Skills:

The ideal Accounting Clerk must have knowledge of basic accounting and marketing reporting. This role requires the management of all back-office systems including ClientBase, to deliver a complete solution incorporating GDS integration, CRM, general ledger and more. A minimum of 2yrs experience is essential; including but not limited to ARC Reporting, managing hotel/airline commissions, and offering support to the CFO/Controller. The ideal Accounting Clerk must possess a high competency level of fares & ticketing with the ability to decipher fare rules quickly and accurately.

Technology Skills:

This role requires a highly skilled individual with proficiency in at least one of the major GDS (Global Distribution Systems) to identify ticketing errors and correct them prior to closing weekly ARC reporting. In addition, this role requires the fundamental knowledge of Microsoft Office programs such as Outlook, Word, Excel, and PowerPoint.

The 4 major GDS Systems are:

- Sabre (Sabre Red/Sabre360)
- Apollo (Galileo by Travelport)
- Amadeus
- Worldspan

Organizational/Time Management Skills:

Self-starter, with some training and the ability to demonstrate initiative and self-motivation. Ability to adapt to a high volume, diverse and ever-changing environment. Ability to handle multiple duties with a high level of dexterity to work through email requests in addition to calls, and respond effectively within the parameters of all Service Level Agreements.

In closing:

The ideal Accounting Clerk/TRAM Specialist would be responsible for managing all back-office support duties and demonstrate personal and organizational integrity with capability of maintaining a favorable company image when interfacing with outside sources. The Accounting Clerk/TRAMS Specialist must have a willingness to work in an office environment and become certified as an ARC Specialist.

