

Yellowstone Regional Airport is seeking applicants for an Administrative Assistant Position. This position works under the direction of the Administrative Manager and performs clerical bookkeeping duties including accounts receivable, payables and payroll. The Administrative Assistant also administers the FAA and TSA requirements as well as the airport's web page and media presence. We are looking for a detail oriented team player with strong, organizational, computer, and interpersonal skills. Knowledge of Word, Excel, and QuickBooks is required. Applicants must be able to acquire a Wyoming Driver's License and pass a Criminal History Records Check. Starting Pay is \$14.70/hr. Benefit package includes Health/ Life Insurance, Vacation, Sick and Wyoming Retirement. Please visit our website www.flyyra.com to view this ad with a link to a complete overview of job duties. Submit resume to the YRA Administration Office at to P.O. Box 2748 Cody, WY 82414 by Tuesday, January 22, 2019 no later than 4:00 p.m.