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**Charles City Aeronautics, Inc.**  
DBA: North Iowa Air Service  
Central Iowa Air Service

**Position Title:** Office Manager

**Position Reports to:** NIAS President

**Location:** Charles City Aeronautics / North Iowa Air Service – Mason City, Iowa

Charles City Aeronautics, Inc., d/b/a **North Iowa Air Service** in Mason City and Charles City, is looking for an Office Manager at our Mason City location.

This full-time position would be Monday - Friday, with occasional needs for some extended hours for Flight Breakfasts and other events.

North Iowa Air Service Office Manager Job Responsibilities would include (but not be limited to):

- Accounting
  - Accounts Payable, Accounts Receivable
- Customer Service
  - Greet customers / pilots when they arrive, coordinate catering for charter aircraft, rental cars, and any other necessary items
  - Talk to incoming / departing aircraft on the radio
- Payroll
  - Help calculate hours for payroll activities
- Assist company President as needed.
- Misc. office tasks as needed
  - Keep items in stock in the office as necessary (coffee, charter supplies, office supplies)

Requirements of this job include:

- \* Associates' Degree in Accounting (experience will be considered in lieu of degree)
- \* 2-4 years experience in Accounting
- \* Valid driver's license
- \* Ability to pass random drug screening

Charles City Aeronautics d/b/a North Iowa Air Service is an Equal Opportunity Employer. Full-time employees are eligible for health / dental / vision insurance.

Please contact Todd Kyle, NIAS President ([todd@northiowaair.com](mailto:todd@northiowaair.com)), for more information or submit your resume.