

Bookkeeper and Administrative Assistant

Job Description

Company: Goodrich Aviation and related companies

Position: Bookkeeper and Administrative Assistant

Location: Goodrich Aviation, Hangar 1, Binghamton Airport

Job Type: Full-Time/Part-Time/Flexible (32 to 40 hrs/wk) - On-site only

Pay Range: \$17 - \$22/hr depending on experience

Company Overview:

Goodrich Aviation and its associated companies offer various services in the general aviation industry including aircraft maintenance, flight training, and kit aircraft assembly. Along with flight training, we offer an aircraft maintenance apprenticeship program. We pride ourselves on providing exceptional service to our clients while maintaining a close-knit and supportive work environment.

We seek a reliable and detail-oriented Bookkeeper and Administrative Assistant to join our team and help manage our financial records and day-to-day office operations.

Key Responsibilities:

Bookkeeping:

- Manage and maintain accurate financial records using QuickBooks Enterprise.
- Record financial transactions including sales, purchases, receipts, and payments.
- Reconcile bank statements and monitor cash flow.
- Reconcile aircraft time sheets.
- Process payroll and required reporting.
- Prepare and process work orders and invoices.
- Prepare and process vendor payments and bills.
- Track expenses and categorize them appropriately.
- Prepare monthly, quarterly, and annual financial reports.
- Assist in budget preparation and financial forecasting.
- Assist with tax preparation and coordinate with external accountants as needed.

Administrative Support:

- Provide general administrative support to ensure efficient office operations.

- Answer phone calls, emails, and other communications and direct them as necessary.
- Schedule and coordinate meetings, appointments, and travel arrangements.
- Assist with customer service tasks, including handling inquiries and resolving issues.
- Maintain and organize office files, both electronic and paper.
- Create and receive shipments.
- Support special projects and perform other duties as assigned.

Qualifications:

- Proven experience as a bookkeeper, preferably in a small business environment.
- Proficiency in QuickBooks or similar accounting software is required.
- Strong knowledge of accounting principles and practices.
- Excellent organizational skills and attention to detail.
- Proficient in spreadsheets, Google Sheets and MS Excel.
- Strong computer skills and the ability to learn new applications quickly.
- Ability to multitask and prioritize tasks effectively.
- Strong communication skills, both written and verbal.
- High level of integrity and discretion in handling confidential information.
- Ability to work independently and as part of a team.
- Able to meet the Binghamton Airport and TSA badging requirements.

Preferred Qualifications:

- Familiarity with payroll systems and employee tax filing procedures.
- Knowledge of office management procedures and best practices.

Working Conditions:

- Office environment.
- Flexible work schedule.
- Office hours are 9 am to 5:30.
- Goodrich Aviation offers a supportive work environment with opportunities for professional growth.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience to Doug Goodrich at Jobs@GoodrichAviation.com. Please include "Bookkeeper" in the subject line.