

Office Manager/Bookkeeper

ALTO Aviation

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Sterling, MA

Competitive salary

Office Manager/Bookkeeper to support company operations by maintaining office systems and supervising staff. Must have a **can-do** attitude, proven leadership experience, and the ability to communicate with the entire organization. Knowledge of accounting and payroll is essential. You must be a leader, with poise and polish, strong business acumen, and a high level of confidentiality.

Essential Duties and Responsibilities:

Will oversee, supervise office staff, and/or perform functions of the office, including:

- Accounts Payable / Receivable
- Customer Service
- Return Material Authorizations
- Purchasing, forecasting, and scheduling of raw inventory and finished goods.
- Banking/Bookkeeping - deposits/transfers/statements/etc.
- HR administrative tasks such as: payroll, benefits, insurance and other administrative personnel records.
- Support the company President, as needed.
- Coordinates and oversees completion of special projects, events, and travel, as needed

Minimum Qualifications

- College degree or equivalent work experience: and a minimum of 10+ years experience in a comparable and verifiable role.
- Working knowledge of a manufacturing environment is critical.
- Advanced data entry skills and strong customer service orientation are critical in this role
- Attention to detail, exceptional verbal and written communication skills required.
- Working knowledge of Microsoft Office Suite and accounting systems required.
- Must be an active listener and effective problem-solver who can meet tight deadlines.

Expectations and Work Environment

- Comfortable office setting.
- Must occasionally lift and/or move up to 25 pounds.
- The noise level in the work environment is usually moderate.
- Exercise professional judgment at all times, working independently and as a member of a team.
- Must be physically able to walk, climb stairs, sit, stand, use eyes, hands, and speak clearly.

About Us

ALTO Aviation, the aerospace industry leader in the design and manufacture of high-end audio systems for aerospace, is in search of a hands-on Office Manager/Bookkeeper to join its team in Sterling, MA. Our products, which include Inflight Entertainment Systems, Public Address Systems, and Cabin Management Systems are sold to OEM and retrofit companies in the business aviation industry and installed in corporate/private/VIP jets and helicopters. ALTO also manufactures precision sheet metal and machined parts for multiple industries in addition to aerospace.

We Offer

Comprehensive medical and dental insurance

Supplemental benefits - Life, disability, etc.

Paid holidays

Sick days

Vacation time

Bonus

Great team environment!

Job Type: Full-time

Salary: Negotiable

Experience:

- Bookkeeping: 5 years
- Office Management: 10 years
- Payroll: 5 years

Education:

- Bachelor's

Location:

- Sterling, MA

Language: