



Job Posting

About us:

Governors America Corp. (GAC) is a leading provider of engine governing and system controls to a worldwide list of equipment manufacturers and power providers. From isochronous governors and fuel controls to sophisticated multi-engine load sharing/power control systems, GAC has innovative solutions to meet and exceed all of your needs. GAC also provides practical solutions for custom applications with complete design, development, production and marketing capabilities. Manufactured in the USA, GAC products are sold and supported by GAC's established worldwide network of representatives and distributors.

Summary:

Governors America Corporation (GAC), is seeking a detail oriented, organized, dependable Bookkeeper to join our organization in Agawam, MA. The Bookkeeper will assist with overseeing financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. The successful candidate will accurately perform daily accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Prepare cash deposits, charge backs, returns, and dishonored checks.
- Research and process customer claims of invoice payment.
- Enters finalized cash receipts and updated accounts receivable records by customer.
- Corresponds with customers as necessary in order to answer inquiries and update accounts.
- Reconcile customer accounts verifying balances and non-payments
- Research and solve payment discrepancies.
- Processes credit applications from customers.



- Verifies vendor invoices against receivers.
- Organizes and matches returns paperwork.
- Prepares invoice deduction notices, as necessary.
- Research vendor statements, phone calls and discrepancies.
- Generate accounts payable checks and maintain all accounts payable files.
- Assists in monthly closings.
- Assists in other accounting departments and with special projects, as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associates degree in accounting or 3 years of accounting experience preferred.