

HOT JOBS

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Full Charge Bookkeeper *County Petroleum*

Overview: County Petroleum is seeking a full time Full Charge Bookkeeper.

Schedule: 8-5 M-F with occasional additional Saturday hours. **Salary:** \$56,000 annually DPO includes 401k, Health Insurance, Paid Holidays, Sick, and Vacation Time.

Duties and responsibilities include (but not limited to):

- Full cycle accounting activities
- Process accounts payable
- Reconcile accounts
- Daily cash balance reports
- Various tax reports for IRS&NYS
- Maintain employee time sheets, vacation & sick time, HR records.
- Submit payroll to accountant's office etc.

Skills:

Proficiency in:

- Quickbooks
 - MS Excel & Word
 - General Ledger & NYS Sales Tax filing a must
- Requirements:** Pre-Employment Drug Screening, Reference Check, 5 yrs. Bookkeeping Experience and Bachelor's in Accounting or equivalent experience and education.
- Apply:** E-mail resume & cover letter to christie@countypetroleum.com