

# HOT JOBS

## Bookkeeper \*County Petroleum \* Ferndale, NY

**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 includes IRA, Health Insurance, Paid Holidays, Sick, and Vacation Time.

**Duties and responsibilities include (but not limited to):**

- Full cycle accounting activities
- Process accounts payable and receivable
- 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:** Previous experience, proficiency in Quickbooks and MS Office.

**Apply:** E-mail resume & cover letter to [christie@countypetroleum.com](mailto:christie@countypetroleum.com)