

Order Number:

NY1525962

Date Job Order Received:

02/18/2025

Number of Openings:

1

Company Name:

Empire Chrysler Dodge Jeep Ram

Job Title:

Bookkeeper

Minimum Experience Required:

1 year

Job Description:

Job Description: Maintain and update financial records, including ledgers and journals, prepare and process journal entries accurately and timely, perform account analysis and balance sheet reconciliation to ensure accuracy, generate financial reports, including income statements and balance sheets, in accordance with GAAP, assist with tax preparation and filing to ensure compliance with regulations, conduct regular audits of financial data to identify discrepancies or areas for improvement, and collaborate with other departments to gather necessary financial information. Qualifications: Proven experience as a Bookkeeper or in a similar role. Strong understanding of technical accounting principles and GAAP. Excellent skills in financial report writing and account analysis. Detail-oriented with strong organizational skills to manage multiple tasks effectively. Strong analytical skills with the ability to interpret financial data. Starting pay: \$20-\$25/hour with potential wage increase based on experience

Job Location:

Lowville, New York

Pay:

\$20.00 - \$25.00 Hourly

Benefits:

Health Insurance, Vacation, Sick Leave, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Work days vary

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, or by email:

Phone: Bush, Jessica (315) 376-6211

Email: jbush@empirecdjr.com