

Order Number:

NY1542203

Date Job Order Received:

08/14/2025

Number of Openings:

1

Company Name:

Empire Chrysler Dodge Jeep Ram

Job Title:

Bookkeeper

Minimum Experience Required:

2 Years

Job Description:

We are seeking a detail-oriented and experienced Bookkeeper to join our team. The ideal candidate will be responsible for maintaining accurate financial records, managing accounts, and ensuring compliance with accounting principles. This role requires a strong understanding of accounting software and practices, as well as the ability to analyze financial data to support decision-making. We are looking for someone with prior dealership experience who understands the automotive accounting world.

Responsibilities 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. 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.

Job Location:

Lowville, New York 13367

Pay:

\$19.00 - \$25.00 Hourly

Benefits:

Health Insurance, Vacation, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Not Specified

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: E-Mail, Internet or Phone

Phone: Bush, Jessica (315) 376-6211

Email: jbush@empirecdjr.com

Web-site:

https://www.indeed.com/viewjob?jk=b2886af3030cdc0c&from=shareddesktop_copy