



**Bookkeeper \* Thompson Sanitation Corp.  
Rock Hill, NY**

**Overview:** Thompson Sanitation Corp. is seeking a Bookkeeper in Rock Hill, NY.

**The Bookkeeper is responsible for:**

Documenting financial transaction details and monitoring the transactions

Preparing and filing financial documents

Processing accounts payable and accounts receivable

Fact-checking accounting data

Reconciling company accounts

And additional bookkeeping duties.

**Skills necessary to perform job:**

Quick book Knowledge

Efficient

Attention to Detail

Organized

**Requirements:**

Quick book Knowledge is required

1 Year experience

Valid Driver's License

Own Vehicle

High School/GED

**Shift, Salary, and Benefits;** This is a full-time position, Monday-Friday, First Shift, \$20 - \$25 per hour, negotiable. Benefits include Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

**Apply by** emailing resume to [tschaulers@aol.com](mailto:tschaulers@aol.com), or by calling 845-796-1032, or in person at Thompson Sanitation Corp., 47 Katrina Falls Road, Rock Hill, NY 12775.