



**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

Recording Sales and purchases

Managing Invoices and payments

Maintaining financial records/reports

Processing accounts payable and accounts receivable

Fact-checking accounting data

Reconciling company accounts

And additional bookkeeping duties.

Skills necessary to perform job:

Quick book and Excel Knowledge *will train the right candidate if willing and able to learn computer skills *

Efficient

Attention to Detail

Organized

Accounting Experience

Requirements:

1 Year experience

Shift, Salary, and Benefits; This is a full-time position, Monday-Friday, First Shift, \$18 - \$24 per hour, negotiable. Benefits include Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

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