Full Charge Bookkeeper
County of Sullivan | Sullivan County, NY

Overview:

The County of Sullivan is seeking a Full Charge Bookkeeper to oversee bookkeeping policies and procedures for a large administrative unit or department. This position is responsible for maintaining a double-entry accounting system, recording and posting journal entries, maintaining ledgers, preparing trial balances, and making adjusting and reversing entries. Additional duties may include assisting with the preparation of financial statements, calculating inventory depreciation, and performing other bookkeeping and accounting-related tasks. The role requires a strong understanding of debit and credit principles and the ability to maintain accurate financial records.

Major Skills Required to Perform the Job:

- Strong bookkeeping and accounting skills
- Knowledge of double-entry accounting systems
- Ability to record and post journal entries and maintain ledgers
- Experience preparing trial balances and adjusting or reversing entries
- Understanding of debit and credit principles
- Ability to assist with the preparation of financial statements
- Knowledge of inventory depreciation and related bookkeeping procedures
- Strong attention to detail, organization, and accuracy
- Ability to develop and oversee bookkeeping policies and procedures

Requirements:

Candidates must meet one of the following qualifications:

- **Option A:** A Bachelor's Degree or higher from a regionally accredited college or university, or one accredited by the New York State Board of Regents, in Business Administration, Public Administration, Accounting, or a similar field, and four (4) years of experience maintaining a double-entry accounting system, including the preparation of financial statements.
- **Option B:** An Associate's Degree or higher from a regionally accredited college or university, or one accredited by the New York State Board of Regents, in Business Administration, Public Administration, Accounting, or a similar field, and six (6) years of experience maintaining a double-entry accounting system, including the preparation of financial statements.

Salary and Benefits:

Annual salary ranges from **$62,305 to $65,584**.

Benefits include:

- 401(k)/retirement plan
- Health insurance
- Dental insurance
- Paid vacation
- Paid sick leave

To Apply:

https://sullivan-portal.mycivilservice.com/