



Bookkeeper/ Office Manager, Wurtsboro NY

A Bookkeeper/Office Manager position is needed in Wurtsboro, NY.

This is a challenging, but rewarding, 36 hour per week, full time opportunity for an experienced Bookkeeper with construction and/or real estate industry experience. The ideal candidate will have a strong background in bookkeeping with office administrative capabilities. QuickBooks desktop and online proficiency is a must.

Responsibilities include, but are not limited to, the following:

Bookkeeping/Administrative: AR/AP/Journal entries. Maintain financial records for projects and administrative document control. Execute tasks and transactions while recording and reconciling all required documentation. Prepare documentation for contracts, Workman's Comp audits, reconciliations, transactions and regulatory compliance as needed.

Records Management: Review, prepare and reconcile itemized statements, bills or invoices and record amounts due for items purchased or services rendered. Compile financial reports on a weekly, monthly, quarterly and yearly basis, or at Ownership's request. Create billing documents, credit memorandums or credit forms. Monitor cash flow, payment tracking and collections.

Compliance: Verify accuracy of vehicle fleet records, insurance policies and related documentation, billing data and reconcile as necessary. Resolve discrepancies in records as needed. Compare previously prepared bank statements with cancelled checks and reconcile discrepancies.

Communication: Contact customers, suppliers and vendors to obtain or relay account information. Analyze financial information and communicate findings to Ownership.

Oversight: Review compiled data on operating costs and revenues to set rates. Work with auditors to ensure compliance with applicable procedures and standards; oversee and actively participate in auditing processes.

Workflow Coordination: Perform general administrative tasks such as answering telephones, scheduling appointments and ordering supplies or equipment.

Qualifications:

- High level proficiency with QuickBooks, Word, Excel & Outlook.
- Proficiency in tracking projects with focus on document control & recordkeeping.
- Excellent organizational skills and attention to detail.

- Effective communication and interpersonal skills.
- Ability to work independently and manage multiple tasks simultaneously.
- Problem-solving skills to address issues related to documentation, compliance and coordination efforts.

Requirements:

High School Diploma (Degree preferred but not required with experience)

6 Years' Experience

NY State Driver License

Shift, Salary, and Benefits: This is a full-time position, Monday - Thursday, 9:00 AM - 3:30 PM, \$40,000 to \$46,500 yearly depending on experience. Benefits include, Health Insurance, Dental Insurance, Paid Vacation, Paid Sick Leave, Holidays, and 401K/Retirement.

To Apply email resume and cover letter to samantha.nietzel@sullivanny.gov in the Subject Line area of email reference job order NY010476186