

Experienced Bookkeeper

Champion Cutting Tool Corp seeks an experienced bookkeeper to add to our accounting team. The ideal candidate will be organized, detail oriented, good with numbers, self-motivated, and a team player. You will have the opportunity to work with supportive, kind colleagues. If you are interested in this position, please submit your resume to apply. We look forward to hearing from you!

Location: Rockville Centre, NY

Hours: 8:30am-5pm, Monday-Friday

Job Type: Full Time

Position Responsibilities:

- Posting and processing vouchers
- Data entry using S2K
- Maintain excel files and reconcile to general ledger
- Bank reconciliations
- Assist in billing of daily sales

Qualifications Include:

- Proficient data entry skills
- Strong communication skills in person and through the phone/e-mail
- Familiarity with a wide range of financial transactions including Accounts Payable, Accounts Receivable, accruals and prepaids
- Proficient knowledge of Microsoft Excel and Word
- Strong organizational skills, attention to detail and accuracy
- Able to multi-task, prioritize, work under pressure and meet deadlines
- Excellent verbal and written communication skills
- Ability to keep information confidential

Champion offers a competitive compensation and benefits package including:

- Salary commensurate with experience
- 401 (K) Retirement Plan including company match
- Medical And Dental
- Paid Vacation