

Sullivan County Office for the Aging is seeking to fill the following position:

FULL CHARGE BOOKKEEPER

This position involves responsibility for developing and overseeing the account keeping and bookkeeping policies and procedures for a large administrative unit or department. Employees in this class will perform substantial bookkeeping procedures including the recording and posting of journal entries, maintenance of ledgers, taking trial balances making adjusting and reversing entries and applying the rules of debit and credit to asset, liability and fund balance accounts. Incumbents may assist in performing some accounting functions including the preparation of financial statements (income statement [or comparable statement], retained earnings statement [or comparable statement], balance sheet and statement of cash flow), calculation of inventory depreciation or similar duties. Duties involving the comprehensive analysis of financial statements are performed by accountants and are not performed by the bookkeeper.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree or higher in business administration, public administration, accounting or a similar field and four (4) years of experience involving the maintenance of a double entry accounting system including the preparation of financial statements; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree or higher in business administration, public administration, accounting or a similar field and six (6) years of experience involving the maintenance of a double entry accounting system including the preparation of financial statements.

SALARY: ENTRY: \$62,305.00 FULL: \$65,584.00

APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>

EEO/AA Employer

M/F/D/V