

Scoville-Meno

DEALERSHIP ACCOUNTING/OFFICE ASSISTANT



We are looking for an accounting assistant to support the controller by completing routine clerical and accounting tasks, completing basic accounting and general office duties for the company.

Responsibilities include but are not limited to:

- Prepare daily deposits
- Entering financial information into our software program
- Processing business expenses
- Review and verify invoices and check requests, sort, code and match invoices
- Sorting financial documents and posting them to the proper accounts

Monday-Friday, NO WEEKENDS.

We offer an ethical work environment, dedicated management and support with honest ownership.

Many benefits including 401k, Health, Dental, and many bonuses.

If you are ready to take advantage of this wonderful opportunity and make a career commitment, send resume with general introduction to Jake Scoville, GM at jscoville@scovillemeno.com

18 Union St. Sidney, NY • www.scovillemeno.com