

EMPLOYER - ALSO COMPLETE SHADED SECTION FOR DCC USE

Employer:	Central Hudson Gas & Electric
Street Address:	284 South Avenue
City, State, Zip:	Poughkeepsie , NY 12601
Phone:	845)-375-0470
Website:	cenhud.com
Contact Name/Title:	Michaela Delia Associate Recruiter
E-mail:	Mdelia@cenhud.com

Position Title: Accounting Technician

Part-Time Full-Time

Company/Organization Name:	Central Hudson Gas & Electric
Location:	Poughkeepsie
Company/Organization Profile & Size: (include website)	Central Hudson Gas & Electric
Industry:	Utilities
Position Description/ Responsibilities: (include where job is located)	<p>Benefits:</p> <ul style="list-style-type: none"> • Competitive compensation • Medical, Dental, and Vision insurance • 401(k) Retirement Savings Plan with substantial company match • Life and Travel Insurance • Tuition Assistance • Wellness Reimbursement Program • Paid Holidays and Vacation <p>What is an Accounting Technician? Accounting Technicians are members of the Accounting group. Under general supervision, Accounting Technicians perform regular and special assignments which require general knowledge of the Company’s accounting related policies and practices. This position calls for some individual judgment and responsibility in order to follow and carry out established procedures and regulations.</p> <p>What does an Accounting Technician do? Responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Preparing and processing accounting documents • Assisting in the analysis and reconciliation of accounting data • Assisting in the maintenance of accounting records and controls • Assisting in the preparation of accounting reports, statements, bills and schedules • Reviewing and correcting any computer edit errors • Coordinating with other corporate personnel to accomplish the Accounting group’s stated responsibilities <p>What does it take to be an Accounting Technician?</p>

	<p>Required:</p> <ul style="list-style-type: none"> • Associate's degree in Accounting. In lieu of an Associate's degree in Accounting, an Associate's degree in Business Administration, Finance or a related field and at least 8 credit hours in Accounting or 3+ years of work experience in Accounting. • Basic proficiency in Microsoft Office Suite applications, particularly MS Excel • Demonstrated ability to perform technical accounting tasks and investigations which require individual judgment and responsibility • Valid driver's license <p>Preferred:</p> <ul style="list-style-type: none"> • Bachelor's degree in Accounting • Previous work experience in Accounting or a closely related field <p>Applications will be accepted until July 29, 2022. Please go to www.centralhudson.com/employment. Click the "Search Career Opportunities" button. Follow the directions to submit an application and upload your resume for the desired position. Applications sent via e-mail and US Mail will not be accepted. No phone calls or agencies, please. All replies will be held in strict confidence.</p> <p>All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or protected veteran status. Central Hudson Gas & Electric Corporation takes affirmative action in support of its policy to employ and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities.</p> <p>VEVRAA FEDERAL CONTRACTOR</p>
Qualifications/ Required and/or Preferred Skills:	Above
Employment Type:	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary
Wage Rate or Range	\$

How to Apply:

E-mail:	
Online: https://cenhud.wd5.myworkdayjobs.com/en-US/cenhud/details/Accounting-Technician_R818	
U.S. Mail:	
Contact Name & Title:	
Include: <input type="checkbox"/>	Resume <input type="checkbox"/>
	Cover Letter <input type="checkbox"/>

Additional Comments:
