



MOORE ENGINEERING & PRODUCTION CO., INC.

600 Chestnut St., PO Box 427
Mt. Carmel, IL 62863

Phone: (618) 262-4131
Fax: (618) 262-5431

BOOKKEEPER WANTED

Moore Engineering & Production Company, Inc., located in Mt. Carmel, IL, is seeking a full-time bookkeeper to assist in the recording and maintaining of financial records related to the oil and gas industry, including sales, purchasing, invoicing, accounts payable, accounts receivable, and payroll. This individual will work closely with other members of our office team with the goal of operating the company in an efficient, effective, and financially responsible manner.

Skills and Qualifications - Required:

- Associate or Bachelor Degree in Finance, Accounting, or Business Administration or a minimum of 1 year of bookkeeping experience
- Basic bookkeeping and accounting knowledge with a knack for numbers
- Proficient with basic Microsoft Office products, including Word and Excel
- Detail-oriented with good organizational and time management skills
- Possess good oral and written communication skills
- Able to learn, comprehend, and adapt quickly
- Capable of working by oneself or in a group

Skills and Qualifications - Preferred:

- Proficient with Microsoft Access, Quickbooks, and PDF editing software
- Experience with oil and gas accounting

Job Duties and Responsibilities:

- Record daily financial transactions and other data using custom Access based software
- Process accounts payable and accounts receivable items
- Reconcile bank statements
- Assist with company payroll transactions
- Generate monthly financial reports
- Assist in the preparation and filing of County, State, and Federal reports
- Organize and file documents and maintain other nonfinancial records
- Assist in the recording of meeting notes and tracking of tasks to be completed

Compensation and Benefits:

- Salary: \$35,000 to \$50,000 per year (Based upon education and experience)
- Family Health Insurance - BlueCross BlueShield of Illinois (Company pays 75% of premium costs)
- 10 days of paid vacation and 5 days of paid sick leave

If interested, please email your resume or inquires to mooreepco@gmail.com. You may also inquire about the position by calling our office during normal business hours at 618-262-4131.