



## ACCOUNTING ASSISTANT – WILLIAMSVILLE, NY

National Fuel is currently seeking an Accounting Assistant for an outstanding career opportunity in our **Accounting** department located at our corporate headquarters in Williamsville, NY. As a member of the National Fuel team, you will enjoy an exciting and challenging work environment where top performance is recognized and rewarded.

### PRIMARY RESPONSIBILITIES:

- Journal entry preparation
- Update and maintain spreadsheets in Microsoft Excel
- Prepare, edit, and batch manual journal vouchers into PeopleSoft general ledger
- Prepare and input invoices

### MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Previous work experience with accounting software, including knowledge of general business accounting practices
- Intermediate level proficiency in Microsoft Word and Excel
- Demonstrated ability to multitask as well as work independently
- Ability to meet designated deadlines for monthly closing procedures
- Exceptional mathematical, analytical, and organizational skills
- Dependability and attention to detail

### PREFERRED QUALIFICATIONS:

- Working knowledge/familiarity with Oracle (PeopleSoft) or SAP accounting software
- Associate's degree in Accounting or Business management
- Experience with Adobe Acrobat

### ABOUT NATIONAL FUEL:

National Fuel is a diversified energy company headquartered near Buffalo, NY. Our employees continue to be the most important part of our Company and have made us who we are today. We are dedicated to the communities in which we live and work and have nearly 2,000 employees in Western NY and Northwest PA. National Fuel is proud to have an inclusive workplace where diversity is valued, hard work is rewarded and promotion from within is supported. We offer exciting career opportunities for talented and ambitious job seekers and encourage you to apply today.

### COMPENSATION AND BENEFITS:

This is a position within the Company's collective bargaining unit. The rate of pay for the Accounting Assistant will be **\$20.64/hour**.

National Fuel offers a comprehensive benefits package including the following:

- Medical and Prescription Drug Coverage
- Dental Coverage
- 401(k) with Company Match
- Company Funded Retirement Savings Account
- Paid Vacation
- Paid Company Holidays
- Paid Sick Time
- Parental Leave for Mothers and Fathers
- Tuition Reimbursement
- Life Insurance
- Flexible Spending Account
- Charitable Giving Programs

### HOW TO APPLY:

Any candidate offered a position with National Fuel will be required to successfully complete a pre-employment drug test. For confidential consideration, please submit your resume and cover letter (preferably in PDF format) by **March 18, 2019**.

**National Fuel**  
**#19-012NY – Accounting Assistant**  
**6363 Main Street**  
**Williamsville, NY 14221**  
**[jobs@natfuel.com](mailto:jobs@natfuel.com)**

Please reference position **#19-012NY – Accounting Assistant** in the subject line of your email

**EQUAL OPPORTUNITY EMPLOYER MINORITIES, WOMEN, DISABLED, PROTECTED VETERANS**