



Bookkeeping/Customer Service

White Mountain Oil & Propane, a local family-owned business, is currently seeking a self-starter with a positive attitude to join our team.

Previous accounts payable/receivable and QuickBooks Accounting Software experience preferred. Candidates must be willing to perform other billing office tasks as well as provide direct customer service via telephone.

This is a full-time position.

We offer a full benefits package including paid vacation, holidays, health & dental insurance, 401 (K), and profit sharing.

Minimum requirements:

High School Diploma, valid driver's license, proficiency in the use of Microsoft Excel, Word and Outlook required.

Qualified applicants should mail or email a resume to:

White Mountain Oil & Propane
Attn: Todd Miller
PO Box 690, North Conway, NH 03860
Fax: (603) 356-4572
jobs@whitemountainoil.com

You may also find our application at
www.whitemountainoil.com/jobs

No phone calls please

White Mountain Oil & Propane is an equal opportunity employer