

Accounting Assistant

2711 N 1st St, San Jose, CA 95134, USA

Full-time

Bookkeeping role and responsibilities

- Responsible for billing and invoicing, as well as tracking deposits and expenditures.
- Understand the day-to-day operations within the university,
- Manage the daily administrative and activities of ITU's accounts payable, and account receivable activities for all departments, programs and events,
- Prepare financial statements and help in month, quarter, and year-end accounting closing duties,
- Record fixed-asset acquisitions and dispositions, calculate depreciation for fixed assets,
- Withholding and filing taxes: prepare and filed quarterly tax filings, annual tax filings of 1099a and 1098-T, assists in preparing audit schedules,

Other responsibilities:

- Recording income and deposits
- Balancing accounts
- Reconciling statements
- Managing past-due accounts

Skills and Abilities:

- Ability to maintain confidentiality of information,
- Proficiency in business applications, such as Microsoft Office,
- Ability to use bookkeeping and accounting software such as QuickBooks - required, and other university's software, such as Jenzabar - desirable
- Excellent written and verbal communications skills,
- Strong organizational, analytical, and technical skills, and ability to prioritize work effectively and adjust to multiple tasks.

Education & Experience:

- Bachelor's degree in Accounting from four-year College or University,
- At least two years of applicable experience,
- Experience in a non-profit environment desirable.

Contact

Send a resume and a cover letter to hr@itu.edu