Accounting Assistant Job Summary

The accounting assistant will keep financial records, prepare reports, and update financial information. The accountant assistant must be familiar with accounting procedures and should have experience with accounting software programs (like SAP). The ideal candidate will be able to process business transactions, handle accounts payable and receivable, expense reports, receipts, and other financial matters. Proven accounting experience required.

Accounting Assistant Duties and Responsibilities

* Keeping financial records up-to-date
* Processing business transactions
* Handling bookkeeping and following accounting best practices
* Fact-checking invoices for payment and processing
* Maintaining sales ledger and general ledger
* Preparing, fulfilling, and distributing employee checks
* Preparing and approving POs
* Monitoring vendor statements, wire transfer requests, and other transactions
* Assisting Accounting Manager with audits, forecasts, and other fiscal planning
* Posting customer checks, vendor payments, and ACH payments
* Correcting and modifying inaccurate files and records
* Assisting in account analysis and account coding
* Reconciling account balances
* Processing billing adjustments and refunds
* Collection phone calls and e-mails as needed
* Assisting financial department, other assistants, and Accounting Manager as needed
* Filing, mailing, and other duties as needed

Accounting Assistant Requirements and Qualifications

* Able to analyze financial records and transfer information
* Data entry and word processing skills
* Self-motivated and self-directed
* Accurate and precise attention to detail
* Strong written and verbal communication skills
* Excellent time management skills; able to prioritize
* Assists team members when needed to accomplish team goals
* Strong aptitude for numbers, spreadsheets, and financial reports
* Able to use 10-key by touch, with accurate data-entry, and handle high volumes of daily data/information
* High school degree; Bachelor’s degree in Accounting, Finance, Business with an emphasis in Accounting, or a related field preferred
* Certified Public Accountant (CPA) license not required, but preferred
* Two to three years of proven accounting/bookkeeping experience (accounts payable preferred)
* Experience with QuickBooks
* Excellent computer skills; experience in accounting software, Microsoft Office Suite
* Excellent written and verbal communication skills
* Knowledge of bookkeeping and accounting best practices, laws, standards, and state/national regulations and Generally Accepted Accounting Principles (GAAP)
* Pays strict attention to detail
* Ability to multi-task