



Accounting Assistant

Job Scope

An Accounting Assistant provides administrative and clerical support to the accounting department. They help maintain financial records, process transactions, and ensure accurate and timely financial data. The accounting assistant performs various tasks, such as answering phones, making copies, and filing, to support the accounting department.

Responsibilities

- Assist with the day-to-day operations of the accounting department, including data entry, record-keeping, and filing.
Process and reconcile accounts payable and accounts receivable transactions, ensuring accuracy and timeliness.
Prepare and issue invoices, purchase orders, and credit memos as necessary.
Assist in preparing financial statements, reports, and other accounting documents.
Reconcile bank statements and credit card transactions to ensure accuracy and resolve discrepancies.
Perform routine bookkeeping tasks, such as recording financial transactions, updating journals, and reconciling accounts.
Assist with payroll processing, including maintaining employee records, calculating hours worked, and preparing paychecks.
Assist with month-end and year-end closing activities, including account reconciliations and financial reporting.
Maintain and update accounting records, ensuring accuracy, completeness, and compliance with company policies and procedures.
Assist in maintaining the chart of accounts and general ledger.
Respond to inquiries from internal stakeholders and external parties regarding accounting matters.

Requirements

- High school diploma or equivalent. An associate's or bachelor's degree in accounting or finance is preferred but optional.
Proven experience in an accounting or finance role, preferably as an accounting assistant or similar position.
Knowledge of basic accounting principles and procedures.
Proficiency in using accounting software and MS Office applications, particularly Excel and Word.
Excellent attention to detail and accuracy in data entry and record-keeping.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.



Strong organizational and time management skills to handle multiple tasks and meet deadlines.
Effective communication and interpersonal skills to work collaboratively with team members and stakeholders.

Ability to maintain confidentiality and handle sensitive financial information.

A basic understanding of payroll processing and familiarity with payroll software is a plus.

Ability to work independently or as part of a team and willingness to learn and take on new responsibilities.