

ACCOUNTING ADMINISTRATIVE ASSISTANT

An **Accounting Administrative Assistant** provides dual support by managing general office operations and performing entry-level financial tasks. This role bridges the gap between a standard administrative assistant and a bookkeeper and can serve as a training ground for future responsibilities.

Core Responsibilities

The duties of this position are generally split between office administration and financial support:

- **Accounting Support**
 - **Accounts Payable/Receivable:** Processing vendor invoices, issuing payments, and tracking customer balances.
 - **Data Entry & Reconciliation:** Recording daily transactions into QuickBooks and reconciling bank statements.
 - **Billing & Invoicing:** Preparing and distributing itemized invoices to clients and following up on overdue accounts. Process autopayments each month.
 - **Payroll Assistance:** Assisting with timekeeping, payroll processing, and filing payroll documents.
- **General Office Administration**
 - **Communications:** Answering phones, screening calls, and managing professional correspondence via email and mail.
 - **Scheduling:** Maintaining calendars and booking meetings.
 - **Document Management:** Setting up and maintaining digital and physical filing systems, scanning, and photocopying.
 - **Office Logistics:** Monitoring and ordering office supplies, greeting visitors, and coordinating office maintenance or events.

Required Skills & Qualifications

- **Education:** Associate or bachelor's degree in accounting or equivalent related experience.
- **Experience:** 2 years of relevant job experience.
- **Technical Proficiency:**

- **Spreadsheets:** Advanced knowledge of Microsoft Excel
- **Accounting Software:** Familiarity with QuickBooks.
- **Soft Skills:**
 - **Attention to Detail:** Precision is essential to prevent inaccuracies in financial data.
 - **Confidentiality:** Must maintain strict discretion regarding sensitive financial and client information.
 - **Organization:** The ability to prioritize tasks and meet strict deadlines during busy periods like tax season.

Salary

\$20 - \$27 / hour depending on experience.