



Title Accounting Assistant

Department(s) Accounting

Reports to Accounting Director

Job summary

The accounting assistant will perform duties that support other members of the accounting department in the areas of accounts payable, accounts receivable and billing, and month end reconciliations. Responsibilities and duties may include the following:

Overview

- Obtaining and organizing receipts for employee travel expenses
- Reconciling credit card accounts
- Assist with accounts payable and bill payment processes
- Assist with accounts receivable and client invoices
- Reconcile vendor and client invoices compared to budget amounts
- Various month end account reconciliations
- Investigate discrepancies identified by others
- Scanning and filing documents
- Other duties as assigned

Qualifications

- 2+ years relevant work experience in accounting-type role
- Proficient in Microsoft Office programs
- Ability and willingness to learn in-house software and platforms
- Organized with attention to detail and accuracy