

Position Description

TITLE:	Accounting Assistant	CLASSIFICATION:	Exempt
DEPARTMENT:	Accounting	REPORTS TO:	Chief Financial Officer
DATE:	April 2014	SUPERVISES:	N/A
DATE REVISED:	July 2016		

Purpose of Position

The Accounting Assistant is responsible for providing support to the accounting department including processing, recording, updating and reconciling fiscal information in compliance with established policies; providing instructions, recommendations and/or accounting support to other personnel.

Essential Functions

1. Handle all invoicing/billing
 - a. Track Accounts Receivable
 - b. Communicate with client Accounts Payable if necessary
2. Compile financial information related to work assignments for the purpose of producing project budget reports on a monthly basis.
3. Inform other staff regarding procedural requirements for the purpose of facilitating financial compliance within established practices.
4. Maintain financial information, files, and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
5. Research discrepancies of financial information and/or documentation.
6. Respond to employee inquires in relation to payroll and/or expense reports.
7. Assist with expense check distribution
8. Issue and track purchase orders
 - a. Categorize costs accurately
 - b. Classify cost by account number
9. Oversees all employee time/expense entries and prepare payroll package for review by CFO.

Physical Demands of Position

While performing the duties of this position, the employee is required to sit, stand, and walk, use hands and fingers. Position may require repetitive arm, hand, finger, and wrist motion to operate a variety of office equipment. The employee occasionally must reach above and below shoulder level, and lift/push/pull and/or carry up to 10 pounds.

Environmental/Working Conditions

Works in a typical administrative setting in the office with a moderate temperature and appropriate lighting.

Equipment Used

Telephone, printer/copier, fax machine, computer with peripherals, calculator

Job Specifications

1. Associates Degree or Bachelor's degree in Accounting or related field
2. 0 – 5 Years Experience
3. Must have excellent verbal, written communication skills, and demonstrated organizational skills
4. Requires proficiency in Microsoft Office Suite, Adobe, and general computing

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees in this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Acknowledgement

Employee Name (Please Print)

Employee Signature

Date

Manager Name (Please Print)

Manager Signature

Date