ACCOUNTING ADMINISTRATIVE ASSISTANT

Job Description:

**Accounting Administrative Assistants** provide support to accounting managers in a company. Their duties include invoicing, assisting with accounting procedures, and handling payments, among other minor accounting tasks. The most successful Accounting Administrative Assistants include qualifications such as basic accounting skills, office functions familiarity, attention to details, proactivity and good communication abilities.

Job Responsibilities:

* Assisting accountants and the department as directed
* Completing tasks delegated by accountants
* Filing and retrieving accounting information.
* Providing support to the Accounting Department.
* Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
* Handling communications with clients and vendors via phone, email, and in-person.
* Answer phones and emails from clients and vendors
* Send out invoices and settle accounts with vendors
* Keep track of spending by maintaining and filing receipts
* Create regular spending reports
* Maintain files of bills and invoices

Job Qualifications:

* Associates in administration, accounting, or related field
* Bachelors in administration, accounting, or related field preferred
* Experience as an accounting administrative assistant

Opportunities as an accounting administrative assistant or are available for applicants without experience in which more than one an accounting administrative assistant is needed in an area such that an experienced an accounting administrative assistant will be present to mentor.

Job Skills Required:

* Knowledge of office management systems and procedures
* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Familiarity with accounting principles
* Proficiency with computers and bookkeeping software, strong typing skills.