

Accounting Assistant

Reports to Accounting Manager

Market Title: Accounting Assistant

Job Purpose

The Accounting Assistant will support the Accounting Manager in the financial and accounting duties for the firm. This position includes all aspects of accounting from project related financials to employee payroll.

Duties and Responsibilities

The primary duties and responsibilities of this position include the following:

- Ensure contracts are in place and fees are correct
- Prepare billings/invoicing on projects at the appropriate intervals.
- Project accounting reconciliation from start to closeout
- Assist in payroll preparation and processing
- Processing account payables
- Assist in providing appropriate monthly reports to senior management for business operations
- Monitor employee timesheet inputs
- Monitor and track employee PTO and insurance changes
- Coordinate with HR for payroll changes

Qualifications

The following qualifications are requirements of the position:

- Accounting degree with a minimum of 2 years of experience, or 5 years accounting/bookkeeping experience
- Familiarity with basic Corporate Accounting principles
- Proficiency with Microsoft Office applications (Word, Excel, and Outlook) and accounting software experience
- Excellent interpersonal and communication skills

Physical Requirements

None

Last Update: January 2021