



Accounting Administrative Assistant

The ideal candidate will be responsible for supporting and assisting the Accounting Manager in daily and monthly accounting tasks, as well as other administrative and ad-hoc projects. Key activities include accounts payable processing and working closely with engineers when variances arise between vendor invoices and internal PO's. Additional responsibilities include ensuring accounts payable invoices that are processed electronically are processed correctly. Other responsibilities include maintaining general ledger accuracy and assisting in the month-end and year-end close process.

Accountabilities

- Refining processes to gain efficiencies for daily and monthly tasks
- Ensure all vendor invoices are processed timely for timely payment
- Support the Accounting Manager to close month-end timely

Daily and Monthly Responsibilities

- Accounts payable processing, including ensuring accuracy of invoices and payments, and researching and resolving vendor inquiries
- Prepare bi-weekly aging report to print/mail checks and prepare ACH file to be submitted through online banking platform
- Customer invoicing
- Record cash receipts
- Aged AR inquiry and collection
- Process expense reports and other data entry for payroll
- Reconcile various balance sheet accounts monthly
- Reconcile monthly corporate credit card transactions
- Help maintain accounting and accounts payable inboxes
- Assist with year-end review and insurance audits
- Assist with other ad-hoc projects such as completing 1099s, lien waivers, and new customer forms

Job Characteristics

- Highly accountable work environment
- Fast-paced environment with a focus on timely and correct results

Skills and Qualifications

- Proficient in MS: Excel, Word, Office, etc.

- Knowledge of the general ledger, accounts payable, accounts receivable and month-end close
- Strong organizational and ability to prioritize multiple tasks independently

Preferred Qualifications

- Bachelor's degree in Accounting
- 1-2 year experience, including public accounting or industry experience