



Accounting Assistant

Position Summary

This role is to assist the finance department with various responsibilities, primarily accounts payable, accounts receivable and cash reconciliation.

Responsibilities

- Support the accounts payable function by vouchering PO receipts for payment, obtaining authorized approvals on non PO invoices, vouchering non PO invoices, following up internally on past dues and short payments or other inquiries, reviewing vendor statements to ensure timely and accurate payments are made, investigate PO receipt/invoicing errors, properly store vouchered invoices.
- Perform the accounts receivable function by making deposits, recording payment into an ERP system, following up on past due balances.
- Work with various internal departments in the customer return process. Create credit memos and audit all steps of the customer return process. On a monthly basis recap the credit memos and customers returns.
- Perform the cash reconciliation process by daily reconciling cash and summarizing daily activity.
- Assist with fixed asset reconciliation and providing information to outside accountants.
- Communicate effectively with vendors, customers and internal customers to investigate and problem solve.
- Occasional back up to front desk by taking phone calls and greeting visitors

Education/Training

- High school diploma required.
- Associates Degree in accounting field preferred
- 1-3 years of accounting experience preferred

Knowledge/Skills/Abilities

- Good decision making ability
- Sensitivity to errors and mistakes
- Desire to engage in continuous improvement
- Strong computer skills (Word, Excel, Outlook)
- Strong written and verbal communication skills
- Strong phone skills
- Time management, multi-tasking and prioritization



Travel Requirements

- Potential travel Within Village of Companies on occasion

Physical Requirements

- none

Materials and Equipment Utilized

- Computer, printer, phone, etc.

Working Environment:

- Office

