

Accounting Administrative Assistant

Have you recently graduated from college or are you starting out in an accounting field? Are you continuing your career in accounting administration? Do you like working with numbers and solving math mysteries? Then, you'll really enjoy working with us! We'll take your training & development seriously and provide one-on-one coaching and support to bring you to the next level in your accounting career and professional development.

Benefit Allocation Systems is looking for an **Accounting Administrative Assistant** responsible for accounting department procedures including cash processing, audits, and the monthly close process.

BAS will support you with **great working conditions** like our free breakfast and fruit program, short break exercise bikes in our office and our ongoing lunchtime light-yoga & stretching programs.

We'll support you with **a brand-new laptop, electric height adjustable desk, state of the art phone system and other tools of the trade.**

We'll support you with **leading technologies** for your laptop, phone system and other mission-critical equipment to ensure uptime and eliminate frustration commonly associated with employers not providing the best-of-the-best employee support. And of course, we'll support you with our 401(k) with matching contribution, generous PTO policy and awesome coworkers.

This position is located in King of Prussia, PA

About BAS

BAS develops and supports one of the nation's leading Software as a Service solutions for employers called MyEnroll.com.

MyEnroll provides clients with a private, secure online system for their employees benefit plan enrollment and administration. MyEnroll allows employees to self-service all of the aspects of learning about and managing their employer provided insurance benefits.

Main Duties and Responsibilities:

- Daily processing of cash receipts and remote deposits
- Preparation of weekly funds request for benefit account reimbursements
- Reviewing expense reports to ensure compliance with corporate policies
- Performing simple ad hoc modeling using Excel or other financial modeling tools

Characteristics

- Patient & Friendly
- Attention to Detail
- Organized
- Flexible
- Calm Under Pressure
- Multi-Tasker
- Quick Learner
- Good Listener
- Follows Directions

Skills

- Intermediate Computer Skills
- Excellent Writing Skills
- Intermediate Business Telephone Skills
- Familiarity with Word® & Excel®
- Familiarity with Different Accounting Software(s)
- Efficient Time Management
- Operate multiple computer applications & windows
- Balance quality with performance

Requirements

- High School Diploma/Equivalent or Higher
- Some Accounting Experience Preferred
- Sit/Stand in front of a computer for extended periods of time
- Maintain confidentiality and privacy as required by regulations and company policy
- Punctual & Professional Behavior

Benefit Allocation Systems, LLC is an Affirmative Action and Equal Opportunity Employer M/F/D/V. BAS will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. For questions, please contact the BAS Affirmative Action Officer at 800-945-5513.