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# Example of Accountant Assistant Job Description

Our company is growing rapidly and is hiring for an accountant assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accountant assistant

* To provide support for internal and external audit work on an ad-hoc basis, identify and implement continuous process improvements
* Monitoring and reporting on compliance with the internal controls, and in particular, procedures covering procurement, travel & entertainment expenditure, taxation, Data Protection and recording of time and attendance data
* Advising, monitoring and reporting on compliance with Public Procurement Guidelines
* Managing deductions in respect of staff pension plans and payment of deductions to pension providers
* Participation in various period end procedures
* Maintenance of Bank Accounts and period end reconciliations
* Maintenance of Petty Cash, including cash advances
* Purchase Ledger invoice and payment processing plus Creditor Statement reconciliation
* Sales Ledger processing and Credit Control
* Nominal Ledger journal generation and input

## Qualifications for accountant assistant

* Articulate and clear verbal and written presentation
* Ability to work with detail but also to stand back and see the big picture
* Proactive, energetic and willing to learn
* Experience in using computerized accounting system SAP is a definite advantage
* Payroll data capture for weekly and bi-weekly cycles
* Payroll processing for between 100 and 150 employees