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# Example of Accounting Administrative Assistant Job Description

Our company is growing rapidly and is looking to fill the role of accounting administrative assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for accounting administrative assistant

* Providing general support for accounting managers
* Calling clients and scheduling appointments
* Answer and screen high volume of calls
* Manage daily calendar & schedule
* Maintain correspondence with the accounting and production offices, the analysts, TCFTV Finance Department, and corporate executives
* Coordinate travel arrangements which include flight, car rental, and hotel accommodations for SVP and staff
* Provide support with special projects for upper management
* Maintain files for all current and past productions and pilots
* Update budget binders, production schedules, and crew contact list
* Record and maintain accounting deal memos and rates

## Qualifications for accounting administrative assistant

* 1-2 years of administration/coordinator experience
* Must be comfortable interacting with higher level executives
* Proactive, ownership of duties and related projects
* Well organized with a high degree of discretion and confidentiality
* Associate’s degree or relevant certification is a plus
* Associate’s degree or equivalent from two-year college