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# Example of Accounting Administrative Assistant Job Description

Our company 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

* Assist with processing of income tax returns other report copying requests
* Light AP
* Light AR
* Support Corporate Accounting department in processing expense reports and invoices – following up with employees for additional details or documentation as needed via email
* Support Accounting team on projects as needed – filing and additional admin support
* Sit at the front desk to let in visitors, advise visitors to sign in and contact the appropriate party as needed
* Sort mail in the appropriate mailboxes
* Reconcile accrual accounts
* Perform accounts receivable
* Track purchases in database

## Qualifications for accounting administrative assistant

* Ability to write detailed information into system and correspondence as necessary
* Ability to read, analyze and interpret the client files
* Ability to respond effectively and sensitive to clients, showing respect
* Ability to understand and calculate payments for collections
* Ability to handle sensitive information and maintain high level of confidentiality
* Willing to work overtime, holidays and weekends as requested by Accounting Manager