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# Example of Accounting Assistant Job Description

Our growing company is looking for an accounting assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for accounting assistant

* Proficient in MS Excel (intermediate level)
* Process employee expense reports and assist with monthly close out procedures
* Assist with other accounting projects as needed
* Assist with Monthly Inventory Process
* Filing, Copying & Scanning for Office Administrators
* Verify and process accounts payable
* Post, check, and proof entries to the general ledger and accounts
* Accounts Payable processing including coding, scanning, maintaining A/P files
* Accounts Receivable processing including posting payments, management adjustments, review of over 90
* Manage credit card processing

## Qualifications for accounting assistant

* Previous Club/Hospitality experience, preferred
* Male or Female, with age not over 25 years old
* Good knowledge of financial software application (ORACLE) is an advantage
* Support daily office admin needs & assisting in the business department on multiple projects as assigned
* Basic bookkeeping and reconciling experience preferred
* Must be able to pass a Federal Government security clearance