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# Example of Accounts Assistant Job Description

Our innovative and growing company is searching for experienced candidates for the position of accounts assistant. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for accounts assistant

* Ensure collection of amounts owing
* Processing customer orders and dealing with customer queries in an efficient manner
* Carrying out monthly bank reconciliations
* Carrying out regular stock checks and reporting as appropriate
* Prepare monthly management accounts
* Analyse monthly management reports and report to management
* Assisting with production of group management accounts
* Matching delivery documents to invoices
* Checking and confirming accuracy of supplier pricing
* Answering general phone queries and ad hoc duties as required

## Qualifications for accounts assistant

* Sweats the small stuff' caring about the bigger picture
* Accounts Assistant experience
* Other Accounting duties, bank reconciliations
* Attention to detail with the ability to prioritise own workload
* Ability to work to set deadlines under pressure and remain calm at all times
* Fluent Italian and a reasonable level of English