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# Example of Assistant Accountant Job Description

Our company is looking to fill the role of assistant accountant. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assistant accountant

* Prepare tax returns (as applicable)
* Work independently on bookkeeping and account reconciliations both in the office and at client location (as applicable for SBA)
* Reponsible for staff expense reimbursement
* To set up multi-currency payments and arrange for authorisation so that payments are sent in a timely and efficient manner
* To ensure that all foreign payments are posted to the cashbook on a regular basis
* Conducting monthly revaluations of bank accounts, loading the new month’s rates into Sun and distributing to all users
* To provide cover for the Treasury Clerk and handle petty cash requests as necessary
* Working closely with accounts payables/receivables teams to maintain cash flow forecasts
* To send the Daily Treasury Report, along with the detailed cashflows, to Corporate Treasury
* Liaising with Corporate Treasury in New York on day to day cash matters and making intercompany transfers when required to do so

## Qualifications for assistant accountant

* Part professional accounting qualification
* Part qualified accountant or minimum 1-2 years’ work experience
* Professionally qualified is preferable
* Minimum 2- 3 years relevant experience in multinational corporation
* Self driven, analytical and detail oriented
* Desire to work in the Buffalo (specifically Batavia) area