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# Example of Assistant Accounting Job Description

Our company is searching for experienced candidates for the position of assistant accounting. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for assistant accounting

* Performs routine accounting operations
* Processes refunds, returned checks, and bad debts
* Maintains digital imaging of accounting documents
* Extract and process all corporate legal bills
* Responsible for A/P, Fixed Assets and other GL account
* Monitoring payment and expenditure
* Prepare and submit withholding tax and VAT
* Reconcile GL account
* Create Invoices for Private Events
* Assist Accounts Receivable with Phone Calls & Credit Card Payments

## Qualifications for assistant accounting

* Ability to analyze and investigate potential issues, with autonomy and confidence
* Advanced knowledge of Microsoft Office 2013 with emphasis on Excel 2013
* Knowledge of Change Point or Replicon
* Minimum 2 years of relevant experience in MNC or sizeable company is preferred
* Responsible, self-motivated and a good team player
* Fluent in both English and Cantonese, Mandarin is a plus