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# Example of Assistant Accounting Job Description

Our company is growing rapidly and is hiring for an assistant accounting. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for assistant accounting

* Provides administrative support to the Associate Dean for Budget & Administration and Associate Dean for Instructional Programs, including, managing calendars, scheduling meetings, and providing all necessary day-to-day support
* Maintains office files and supplies
* Providing accurate details during audits
* Communicating clearly and professionally
* Completing accurate work within deadlines
* Operates well under direct supervision
* Perform administrative activities including printing, scanning, plotting, photocopy and reprographics, postage documentation
* Identify and accumulate back-up for client invoices
* Files invoices and related documents
* Answer and respond to phone calls, messages and emails

## Qualifications for assistant accounting

* Must have and knowledge of efficiencies in Sage MAS 500, Excel and various online banking websites
* Must be able to travel based on client and business needs (up to 10%)
* Book Journals to reflect financial activities in compliance with above same (may include some or
* Knowledge in MS Office is must
* Willing and able to work on details
* Open minded and willing to help others