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# Example of Assistant Accounting Job Description

Our company is growing rapidly and is looking to fill the role of 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

* Maintain and process expense reports through Expensify
* Process electronic payments generation (wire and ACH)
* Respond to vendor inquiries in a timely, courteous manner
* Accounts Payable and open P.O
* Accounts Payable – verify accuracy, proper classification transactions and recording of invoices
* Assist the owner with meeting preparation
* Create and pull reports
* Call clients and set appointments
* Communicate with insurance carriers, mutual fund companies, and VA companies
* Assist in administrative and clerical tasks and responsibilities, such as drafting documents, coordinating schedules, to help the team perform at an efficient level

## Qualifications for assistant accounting

* 1 years or more relevant work experience in an international company (including intern period)
* Good knowledge of accounting concepts and current legislation, computer literate and experienced with spreadsheets/ databases
* Experiences with Chinese standard accounting software
* Fluent English both verbal and written (must be able to communicate effectively in English via telephone with foreign)
* Ability to work to deadlines and independently
* Ability to attract, develop and retain assign staff