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# Example of Assistant Accounting Job Description

Our innovative and growing company is searching for experienced candidates for the position of assistant accounting. 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 accounting

* Create and close all transactional batches in the association membership database
* Maintain Accounts Payable Vendor Master File (i.e., adding or modifying vendor accounts)
* Maintain fixed asset sub ledger, prepare monthly reports, and reconcile to the general ledger
* Collaborate with IT team to ensure compliance with company policy on asset acquisition and disposal
* Responsible for data entry of investment detail for gains or losses
* Perform some administrative duties such as front desk support, manage off-site storage, etc
* New Client Set Up including Engagement letter processing
* Daily transactional processing experience
* Process accounts payable including the preparation and issuance of checks
* Prepare billings, record billings, enter cash receipts, and track sales tax

## Qualifications for assistant accounting

* Proficiency with Microsoft Office (Word, PowerPoint and Excel), and Quickbooks
* Interest in renewable energy and environment helpful
* Intermediate knowledge of the Cullinet Cost Accounting (CAS), Shop Floor Control, and Inventory modules
* Must be able to work additional hours, including weekends, as needed for month end
* Minimum of four (4) years’ experience required
* Must be detailed oriented, well organized and ability to multi-task