



Example of Accounting Administrative Assistant Job Description

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Our company is searching for experienced candidates for the position of accounting administrative assistant. 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 accounting administrative assistant

- Supporting the Accounting team in the timely and accurate recording of journal entries
- Preparation of daily sales reports and bank deposit journal entries
- Assisting in processing and recording vendor invoices in accounts payable system
- Preparing and organizing weekly payment runs for review by Payments Manager
- Data entry of purchase orders
- Managing new vendor set-up by serving as accounts payable liaison for communicating company tax information requirements
- Ensuring timely and accurate filing of all vendor payments to external and internal vendors
- Assisting with document retention, including scanning and the organization of physical and electronic documents
- Completing additional tasks as assigned
- Assisting with billing

Qualifications for accounting administrative assistant

- Must be intuitive, resourceful, and be able to take initiative on projects
- Record journal entries, and complete bank reconciliations

- Follow-up with gouvernement for closure of certain files
- Aptitude for numbers