



Example of Accounting Administrative Assistant Job Description

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Our company is growing rapidly and is looking to fill the role of accounting administrative assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for accounting administrative assistant

- Providing general support for accounting managers
- Calling clients and scheduling appointments
- Answer and screen high volume of calls
- Manage daily calendar & schedule
- Maintain correspondence with the accounting and production offices, the analysts, TCFTV Finance Department, and corporate executives
- Coordinate travel arrangements which include flight, car rental, and hotel accommodations for SVP and staff
- Provide support with special projects for upper management
- Maintain files for all current and past productions and pilots
- Update budget binders, production schedules, and crew contact list
- Record and maintain accounting deal memos and rates

Qualifications for accounting administrative assistant

- 1-2 years of administration/coordinator experience
- Must be comfortable interacting with higher level executives
- Proactive, ownership of duties and related projects
- Well organized with a high degree of discretion and confidentiality
- Associate's degree or relevant certification is a plus
- Associate's degree or equivalent from two-year college