



Example of Accounting Administrative Assistant Job Description

Powered by www.VelvetJobs.com

Our company is searching for experienced candidates for the position of accounting administrative assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for accounting administrative assistant

- Coordinate job descriptions, postings, and interviews for production accountants and staff
- Update and track the vacation schedules for the TCFT Accounting/Estimating Department
- Review and distribute mail and faxes to the department, order office supplies and Dr
- Maintain Production Contact Lists for all TCFTV & Fox 21 series and pilots
- Collating and mailing, faxing and emailing invoices and statements
- Copy, files, collate a/p, payroll, vehicle maintenance
- Close out reservations for invoicing and payments
- Charge credit cards and run daily batches
- Fax and email request for charges and follow up with companies
- Update affiliate files, as needed

Qualifications for accounting administrative assistant

- 5-10 years previous secretarial experience in senior executive setting
- Prepare Harmonized Sales Tax (HST) returns, financial statements and personal and corporate tax returns
- Manage reception switchboard
- Minimum 1-2 years practical support and finance/accounting experience or multiple internship experience in related function preferred

- Able to work well in a fast pace environment