



Example of Accounting Administrative Assistant Job Description

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Our company is growing rapidly and is looking for an accounting administrative assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for accounting administrative assistant

- Contact employees when needed to obtain information for billing and declined cc's
- Assure all driver paperwork is properly processed
- Able to work under stress, in a high pace environment, which includes deadlines
- Able to work on windows 8 computer systems, understand basic spreadsheets, Google
- Assist with preparation of various schedules/reports
- Perform other responsibilities associated with this position
- Must have good communications skills, be able to work as part of a team, and be able to follow instructions accurately
- Answers and screens telephone calls when needed, takes messages, provides formation, or re-directs calls as appropriate
- Provides room set up and other support for meetings
- Performs duties such as ordering and maintaining office supplies

Qualifications for accounting administrative assistant

- Non-smoker, construction industry
- Someone who is self-driven and wants to help the company grow
- Must be someone who is committed and in it for the long run!
- Experience in a higher education

appointments, ordering supplies

- Experience with event planning, reserving and preparing meeting rooms (refreshments, agendas,) and making travel reservations