



# Example of Accounting Administrative Assistant Job Description

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Our company 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

- Assist with processing of income tax returns other report copying requests
- Light AP
- Light AR
- Support Corporate Accounting department in processing expense reports and invoices – following up with employees for additional details or documentation as needed via email
- Support Accounting team on projects as needed – filing and additional admin support
- Sit at the front desk to let in visitors, advise visitors to sign in and contact the appropriate party as needed
- Sort mail in the appropriate mailboxes
- Reconcile accrual accounts
- Perform accounts receivable
- Track purchases in database

## Qualifications for accounting administrative assistant

- Ability to write detailed information into system and correspondence as necessary
- Ability to read, analyze and interpret the client files
- Ability to respond effectively and sensitive to clients, showing respect
- Ability to understand and calculate payments for collections

- Willing to work overtime, holidays and weekends as requested by Accounting Manager