



# Example of Accounting Office Job Description

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

## Responsibilities for accounting office

- Process employee expense reports via Certify
- Maintain records necessary for proper 1099-Misc
- Set up new vendors according to proper accounting procedures
- Assist vendors and employees with questions or requests related to payment of invoices
- Research duplicate or exception invoices to resolution
- Enter and process prepaid and recurring payments on a monthly basis
- Work with Department Managers, Employees and Vendors to move to a fully paperless process
- Prepare bank reconciliations, interfacing with department managers and staff to clear variances
- Complete required training and share information with other members of the department
- Follow internal controls and maintain supporting documentation in electronic format

## Qualifications for accounting office

- 2-5 + years experience in a similar office or accounting position
- Experience with Human Resources administration (benefits, ACA, 401K, Hiring, Termination)
- Must have a background in public accounting, high net worth individual experience preferred
- Bachelor's degree in accounting and 3-5 years' experience

- Must be a motivated self-starter with strong team leadership and problem solving skills, the aptitude to think independently, and the motivation to work with a team in a rapidly changing environment