



Example of Financial Assistant Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of financial assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for financial assistant

- Provides reports to managers/PIs in tracking payment status & notification when balances & activities do not comply with policy, procedures or are inadequately prepared
- Assists in the development, production and distribution of the F&A newsletter
- Assists in preparations for Town Hall Meetings
- Assists with the logistics for specialized meetings
- Assists with updates to the F&A intranet and/or Sharepoint sites
- Provides assistance to the F&A Project Management Office
- Works with the F&A Administration team and, as needed, with others across F&A to complete initiatives
- Assists with daily operations and provides general support to the assigned function/organization
- Works under supervision to handle moderately complex analysis
- Assists staff on more complex analysis and assignments

Qualifications for financial assistant

- Must be knowledgeable and have experience in accounting principles and cost accounting standards with a history of accuracy, efficiency, and good judgment
- Ability to maintain and manage accounting records of moderate variety and complexity, including preparation of financial reports

- Excellent time management skills and the ability to multi-task in a busy, fast-paced office with frequent deadlines and interruptions
- Must be able to adhere to policies, rules, and operating procedures, and work independently with minimal supervision
- Must be detail-oriented and committed to accuracy and efficiency