



Accounting Assistant

Reports to: Controller

Department: Office

Shift: 1st

Supervises: N/A

Summary

The Accounting Assistant provides support to the accounting team by processing vendor invoices, entering transactions into accounting systems, and assisting with reconciliations. Responsibilities include organizing and preparing payments, maintaining accurate financial records, and performing a variety of basic accounting tasks to ensure smooth and efficient daily operations.

Essential Functions

- Match vendor invoices to purchase orders and resolve discrepancies
- Enter/import transactions into QuickBooks Enterprise from JobBOSS²
- Organize vendor invoices and prepare weekly check runs
- Print checks and match vendor payments for review
- Assist with reconciliations and other basic accounting tasks
- Provide general support to the accounting team as needed

Desired Qualifications

- Experience in QuickBooks (Enterprise or Online preferred)
- Familiarity with Microsoft Excel and Microsoft 365
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks and follow through on deadlines
- Prior accounting or accounts payable experience preferred

Work Environment

This job operates primarily in a professional office environment with occasionally going into the warehouse area. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment can be loud. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work

This is a part-time position.

Days and hours of work are typically Monday through Friday. Hours per day to be determined. Extended hours expected at month-end.

Travel

No travel is expected for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.