

Accounting Assistant Job Description template

Accounting Assistant Job Description Template/Brief

We are looking for an organized and detail-oriented Accounting Assistant to join our finance team. The Accounting Assistant will support our accounting department by performing clerical tasks, including processing and recording transactions, preparing reports, and tracking invoices. The ideal candidate should have a strong eye for detail, excellent organizational skills, and a basic understanding of accounting principles.

Accounting Assistant Job Profile

An Accounting Assistant plays a key role in the smooth operation of our accounting processes by handling day-to-day tasks such as data entry, financial recordkeeping, and report generation. They assist accountants and other financial professionals in managing the financial activities of the company. This role requires accuracy, attention to detail, and the ability to work with numbers.

Reports To

The Accounting Assistant reports to the Accounting Manager or Senior Accountant.

Accounting Assistant Responsibilities

- Assist with the preparation of financial statements and reports.
- Enter financial data into the company's accounting system.
- Process invoices, receipts, and payments.
- Reconcile bank statements and ledgers.
- Support month-end and year-end close processes.
- Maintain accurate financial records and files.
- Assist in budget preparation and monitoring.
- Respond to inquiries from vendors and customers about payment status.
- Assist with payroll processing and employee expense reports.

Accounting Assistant Requirements & Skills

- Previous experience as an Accounting Assistant or in a related field.
- Familiarity with accounting software and systems.
- Basic understanding of accounting principles and financial practices.
- Strong attention to detail and accuracy.
- Excellent organizational and time-management skills.
- Good communication and interpersonal skills.
- Proficiency in Microsoft Excel and other MS Office applications.
- Ability to handle sensitive information with confidentiality.