

Accounting Assistant

JOB DESCRIPTION

In this position, you will support the accounting operations of our company by handling the day-to-day accounting in our Atlanta office. You will work remotely with our Accounting Department-headquartered in Hollywood, Florida, as well as onsite with our VP of Operations to provide accurate and timely execution of accounting needs.

RESPONSIBILITIES

- Maintain accounting records ensuring all entries are posted timely and correctly
- Produce estimates and invoices for client billing
- Enter A/P with correct coding detail and signatures
- Manage petty cash process
- Distribute and collect HR information and documents to staff
- Weekly reporting to Accounting supervisor
- Process Bank Deposits
- Perform month end soft close
- Protect organization's value by keeping information confidential
- Accomplish accounting and organization mission by completing related tasks as needed

REQUIRED SKILLS

- Excellent communication skills
- Ability to work well independently
- Ability to multi-task and prioritize for deadlines effectively
- Flexibility and creativity working with a diverse set of constituents.
- Must have QuickBooks experience with reporting skills
- 4 years prior accounting experience required