

FINANCE DIVISION

ACCOUNTING ASSISTANT

JOB DESCRIPTION:

An accounting assistant supports day-to-day accounting duties. Focus is on administrative, clerical, and data-entry duties and includes uploading and scanning documents for entry into Timberline. The accounting assistant performs other duties such as processing invoices; filing, sorting, and faxing documents and correspondence; answering phone calls; reviewing documents for accuracy and completeness; and working on spreadsheets.

The accounting assistant reports directly to the Finance Management Officer.

ASSIGNMENT OF RESPONSIBILITY AND AUTHORITY:

- o Insert data into Quickbooks and Procore Software
- o Maintain vendor contact information
- o Perform billing-related duties as necessary
- o Reconciles documents to insure proper cost coding

QUALIFICATIONS:

- o high school degree, preferably some college experience or prior work experience in accounting or finance.
- o to have some bookkeeping knowledge or experience in generally accepted accounting principles.
- o proficient with standard office software such as Microsoft Word and Excel, as well as accounting and bookkeeping software principles.