



Position: Administrative Accounting Assistant
Reports to: Controller

FLSA Classification: Non-Exempt
Date: Revised 06/2022

JOB DESCRIPTION

Summary/objective

The Administrative Accounting Assistant will assist with Finance department functions including weekly payroll, maintain employee time records, maintain accounts payable records, and serve as front desk reception

Duties/Responsibilities:

- Ensuring vendor invoices and payroll are paid in a timely and accurate manner while adhering to departmental procedures
- Processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling statements of account
- Receives and verifies expense reports; reconciles expense and other financial reports with account balances and other office records.
- Facilitates payment of vendors, which may include verification of federal ID numbers, updating COI and BWC certificates, and resolving discrepancies.
- Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues stop-payment orders as needed.
- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Ensures proper processing of payroll deductions for taxes, benefits, charitable contributions, and other deductions.
- Perform payroll processing from submitted timekeeping records which may include resolving any discrepancies with foremen and HR
- Issues, or reissues, replacement checks or direct deposits due to payroll errors or final discharge.
- Record payments of federal, state, localities, and other payroll tax deposits.
- Ensures proper reports are filed and issued with appropriate agencies and contractors
- Serve as the face of the company, offering friendly service to those entering the building or calling in on the phone
- Greet people entering the building, answering any questions, providing directions and alerting staff when someone is there to meet or visit them
- Oversees telephone services, office email correspondence, and mail distribution.
- Maintain the reception area, keeping it clean and free of clutter
- Enter, maintains and/or processes information for vendors/customers and new jobs.
- Deposit A/R checks via remote depositing
- Performs other duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.

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- Must be able to learn other accounting software systems.
- Ability to maintain confidential and meticulous records.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll software.

Education and Experience:

- High school diploma required; Business or Accounting degree preferred.
- Two years of general accounting experience with at least one year of experience in payroll preferred.
- Knowledge of federal, state, and local payroll wage & hour laws and best practices

License/Certification:

- Valid Driver License

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

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.

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____

Date _____