

Accounting Assistant Job Description

Our growing company is hiring for an accounting assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for accounting assistant

- Vendor and customer maintenance
- Payroll coordination and processing
- Sales tax return preparation
- Coordinate payroll for U.S. entities
- Reconcile certain accounts monthly and prepare journal entries
- Prepare depreciation & amortization schedules
- Timely financial reporting and financial statements (within 15 days of month end)
- Comfortable working directly with management
- Ability to suggest process and procedure improvement implementation
- Report and manage cash flows

Qualifications for accounting assistant

- General accounting experience required
- Data entry/back office/admin/accounting experience will be an advantage
- Minimum 2-3 years of accounting experience with a solid understanding of GAAP
- Minimum 2 years of experience with online accounting software
- Must be able to work with minimal supervision and work flexible hours as needed
- Knowledge and experience with accounting software

Study Guide For Cuny Accounting Assistant Job

Princeton Review (Firm)



Study Guide For Cuny Accounting Assistant Job:

Embracing the Beat of Expression: An Mental Symphony within **Study Guide For Cuny Accounting Assistant Job**

In a world used by displays and the ceaseless chatter of immediate conversation, the melodic elegance and mental symphony produced by the written term often diminish in to the backdrop, eclipsed by the relentless noise and interruptions that permeate our lives. But, nestled within the pages of **Study Guide For Cuny Accounting Assistant Job** a stunning literary prize full of fresh emotions, lies an immersive symphony waiting to be embraced. Constructed by a masterful composer of language, this interesting masterpiece conducts viewers on a psychological journey, skillfully unraveling the hidden tunes and profound influence resonating within each carefully constructed phrase. Within the depths of the emotional review, we shall examine the book is key harmonies, analyze their enthralling publishing style, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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