

Job Title:	Accounting Assistant	Department:	Finance
Location:	Phoenix, AZ	Travel Required:	None
Level/Salary Range:	\$18 to \$20 per hour (DOE)	Position Type:	Full-time
FLSA Status:	Non-Exempt (Hourly)	Reports to:	Director of Finance

Job Description

Role & Responsibilities: The Accounting Assistant reports to the Director of Finance and performs a variety of general accounting support tasks in an accounting department including:

- Processes bank deposits daily
 - Maintains daily receipt/check log in Excel
 - Scans all checks and remittance documents for paperless filing
 - Processes deposits via Remote Deposit online
 - Advises Claims Department of certain receipts
 - Requests missing remittance advices
- Assists in monitoring multiple email boxes
- Assists in accounts payable activities
 - Scans copies of invoices and distribute for proper approvals
 - Checks accounting system to ensure vendor is existing
 - Requests Forms W-9 for new vendors
 - Scans checks, invoices and/or supporting documentation for paperless filing
 - Distributes/mails A/P checks
 - Responds to vendor inquiries
- Processes expense reports monthly
 - Verifies receipts, mode of payment, reconcile to credit card transactions
 - Assists team members with expense reports
 - Follows up with cardholders/staff on discrepancies
- Investigates questionable data and recommends actions to resolve discrepancies
- Assists with fixed asset tracking
- Prepares ad hoc reports and analyses
- Maintains and updates policies and procedures manuals as needed
- Performs various administrative, clerical and support duties for the Finance Department
 - Scanning projects for CFO, Director of Finance and Accounting Manager
 - Assembles claims reimbursement refunds with supporting documents for mailing
 - Assembles accounts payable checks with copies of invoices for mailing
 - Provides backup assistance with postage meter
 - Assists other departments and team members for priority projects
- Cross trains with Accountant and Accounting Manager for personal and professional growth

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS:

- Proficient in Microsoft applications including Word, Excel and Outlook
- Possess strong organizational and time management skills
- Strong problem-solving skills, basic bookkeeping and accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills
- Thorough knowledge of applicable accounts payable/general ledger systems and procedures, financial chart of accounts and corporate procedures
- Ability to communicate effectively verbally and in writing
- Ability to interact with employees and vendors in a professional manner

EEO Statement: We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, disability status, sexual orientation, gender identity, age, protected veteran status or any other characteristic protected by law.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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