

ACCOUNTING ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Job Title: Accounting Administrative Assistant
Department: Accounting
Reports To: Accounting Manager
FLSA Status: Non-Exempt

Summary

Assist luxury transportation company's accounting department with numerous daily accounting activities to assure all customer payables are accurate and promptly processed, proper filing, spreadsheet updates, collate invoices for mailing, faxing and emailing, compiling receipts and invoices for payments, assisting customers promptly with accounting questions, incident reports, etc.

Duties and Responsibilities: include, but are not limited to:

- Collating and mailing, faxing and emailing invoices and statements
- Copy, files, collate a/p, payroll, vehicle maintenance
- Update and maintain various spreadsheets
- Close out reservations for invoicing and payments
- Charge credit cards and run daily batches
- Fax and email request for charges and follow up with companies
- Update affiliate files, as needed
- Assist with payroll
- Assist with processing checks for delivery to employees
- Contact employees when needed to obtain information for billing and declined cc's
- Assure all driver paperwork is properly processed
- Work on various projects, as needed
- Able to work under stress, in a high pace environment, which includes deadlines
- Able to work on windows 8 computer systems, understand basic spreadsheets, Google docs a plus
- Ability to learn and work proprietary software

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- One to two years of related experience and/or training

Education and/or Experience

- High school diploma or general education degree (GED)

Supervisory Responsibilities

This position has no direct reports.

Other Desired Skills, Abilities

- Ability to write detailed information into system and correspondence as necessary
- Ability to read, analyze and interpret the client files
- Ability to respond effectively and sensitive to clients, showing respect
- Ability to understand and calculate payments for collections
- Ability to handle sensitive information and maintain high level of confidentiality
- Willing to work overtime, holidays and weekends as requested by Accounting Manager

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires sitting, talking on the phone and keyboard documentation. This job must use ergonomic tools and correct posture.

Acknowledgment:

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. The Employee may be required to follow any other job-related instructions and to perform any other job-related duties requested.

TO APPLY: Please go to <http://www.leapsolutions.com/practice-areas/recruiting/recruiting-opportunities/>