



**Job Title: Administrative and Accounting Assistant**

**Reports To: President**

**Job Type: Full-Time**

**Salary: Commiserate to Experience**

---

**Job Summary:**

The Administrative and Accounting Assistant will support the smooth operation of the company by managing both administrative tasks and basic accounting functions. The role involves a combination of office management, clerical duties, and financial support. You will work closely with different departments to ensure accurate record-keeping and help maintain an organized work environment.

---

**Key Responsibilities:**

**Administrative Duties:**

- Greet visitors, answer phone calls, and manage email correspondence.
- Schedule meetings, appointments, and coordinate company events.
- Maintain office supplies and manage vendor relationships.
- Organize and maintain filing systems, both physical and digital.
- Handle incoming and outgoing mail and deliveries.
- Assist in preparing reports, presentations, and correspondence.

**Accounting Duties:**

- Assist in processing accounts payable and receivable.
- Handle expense reports and reimbursement forms.
- Maintain and update accounting records, including daily transactions.
- Assist in payroll preparation and ensure timesheets are accurate.
- Reconcile bank statements and assist with monthly closings.
- Generate invoices and manage payment follow-ups.

- Support in budget tracking and financial reporting.
- 

#### **Required Skills and Qualifications:**

- **Education:** Bachelor's degree or relevant certification in accounting, finance, business administration, or a related field.
  - **Experience:** Previous experience in an administrative or accounting role is preferred.
  - **Technical Skills:** Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and accounting software (e.g., QuickBooks, Xero).
  - Strong attention to detail and organizational skills.
  - Excellent verbal and written communication skills.
  - Ability to multitask and manage time effectively.
  - Basic understanding of accounting principles and financial reporting.
- 

#### **Preferred Qualifications:**

- Familiarity with office management procedures and accounting regulations.
  - Experience with bookkeeping and budgeting.
  - Strong problem-solving skills and the ability to work independently.
- 

#### **Working Conditions:**

- Office-based environment.