



INNOVATIVE EVENT DESIGN / PRODUCTION

## ACCOUNTING DEPARTMENT ASSISTANT

### GENERAL

STATUS: PART TIME (FLEXIBLE SCHEDULE AVAILABLE - APPROXIMATELY 24 HOURS PER WEEK)

COMPENSATION: HOURLY WAGE

BENEFITS: NONE

REPORTS TO: CONTROLLER

DIRECT REPORTS: NONE

The Accounting Department Assistant is responsible for helping the 3 member Accounting Department team with various tasks and projects. This position assists with the weekly management of the accounts payable & receivable processes associated with vendors, purchase orders, payments, invoices, bank statements, credit card statements and expenses.

### QUALIFICATIONS

1. Organized and motivated with good follow up skills.
2. Confident, enthusiastic and professional demeanor in interactions with vendors and colleagues.
3. Proficiency in Quickbooks, MAC computer and HMR Direct (HMR will teach Direct).
4. Associate Degree in Accounting.
5. Project Management.
6. Communication Proficiency.
7. Technical Capacity.
8. Collaboration Skills.
9. Ethical Conduct.

### RESPONSIBILITIES

1. Communicate, manage and complete all project activities with the responsible Accounting Department personnel.
2. Input data into QuickBooks and Direct.
3. Organize receipts / data for company credit card expenses. Reconcile credit card statements. Track and facilitate employee reimbursements.
4. Reconcile bank accounts.
5. Maintain accurate records. Filing of required paperwork.
6. Compile general payroll data for processing.
7. Provide position coverage for Accounting Department staff on PTO.

Any special projects, as necessary.

The above noted job responsibilities/requirements are not intended to describe, in detail, the multitude of tasks that may be assigned but rather give a general sense of the responsibilities and expectations of his/her position. As the nature of business changes so, too, may the essential functions of this position.