

Assistant Bookkeeper/ Administrative Assistant

Reporting Lines:

- Reports directly to the Head of Accounting and has daily interaction with the Assistant Head of Accounting and the CEO.

Job Description:

- The Assistant Bookkeeper is responsible for assisting the Head of Accounting to ensure the accuracy of all accounting related entries into the books and records of the Company. This individual will also on a daily basis have Administrative Assistant related tasks and in this capacity, will interact directly with the CEO.

Core Accounting Responsibilities:

- Highly organized and detail-focused individual with a track record of accurately and efficiently supporting overall accounting activities.
- Comprehensive knowledge of A/P, A/R, general ledger postings and invoicing.
- Proven ability to identify and implement improvements to streamline processes and increase efficiency and productivity.
- Excellent technology skills; proficient with MS Office (Word, Excel, Access, Outlook, PowerPoint) & QuickBooks.

Core Administrative Assistant Responsibilities:

- Perform all assigned administrative tasks (prioritizing daily tasks, calendar/meeting etc.) associated with supporting the CEO.
- Support and interact with the CEO's "direct reports" to ensure all directives are completed.
- Book travel arrangements and assist with Presentations (PowerPoint) for all speaking engagements the CEO will participate in.
- Maintain records, notes, data, files etc. in a neat, orderly and easily accessible fashion

- **Pivotal Duties:**

- Respond in a timely manner to all financial inquiries
- Prepare all requested financial reports in a complete and professional manner.
- Manage personal effectiveness (competency, trust, communication, etc.) to maximize sales opportunities and development of customer relationships.

- **Required skills:**

- Minimum education - High School Diploma or GED
- Minimum 3-5 years of accounting/ administrative experience
- Strong oral and written skills
- Must be confident, analytical, and motivated
- Highly organized- Ability to prioritize requests and fulfill them in a professional manner
- Must maintain regular and reliable attendance at a level acceptable to the company, including the ability to work overtime.