

Accounting Assistant

BBGC – South Kent, CT

Part Time

Reports to: Controller

POSITION DESCRIPTION SUMMARY

The Accounting Assistant will perform a variety of accounting, bookkeeping and office tasks; responsibilities include keeping financial records updated, preparing reports and reconciling bank statements. The Assistant must be detail oriented, familiar with accounting procedures and should have experience with accounting software programs to process business transactions, such as accounts payable and receivable, disbursements, expense vouchers and receipts.

RESPONSIBILITIES INCLUDE:

- Provide accounting and clerical support to the Controller
- Type accurately, prepare and maintain accounting documents and records
- Prepare bank deposits, general ledger postings and statements
- Reconcile accounts in a timely manner
- Enter key data of financial transactions in software
 - Accounts Receivable and Accounts Payable
- Research, track and restore accounting or documentation problems and discrepancies
- Inform management and compile reports/summaries on activity areas

REQUIREMENTS:

Computer knowledge – familiarity with MS Office and QuickBooks
Ability to learn new Point Of Sale Software with minimal supervision
High School Diploma, GED or equivalent (preferred not required)
Organizational skills and attention to detail.

WORKING CONDITIONS:

This is a part time position (20-25 hours)