



Accounting Assistant

ROLE AND PURPOSE

The Accounting Assistant, reporting to the Controller, provides support to a team of three Staff Accountants. This includes a variety of administrative tasks, transaction processing, and responsibility for the financials of a number of small businesses.

DUTIES AND RESPONSIBILITIES

- Basic office tasks - filing, data entry, office organization, walks to the bank, scanning documents
- Transaction processing, including credit card receipt matching and purchase descriptions
- Ability to handle phone/email communications with upper management, Expansion Partners, and their administrative assistants
- Assist with preparation of financial reports such as financial statements.
- Assistance with any other tasks as needed by the team

SKILLS & COMPETENCIES

- Strong organizational skills and ability to prioritize workload in order to stay on schedule, meeting tight organizational deadlines.
- Ability to prioritize under deadlines
- Able to demonstrate attention to details and good record keeping, acts as the final eye on financials to ensure accuracy
- Proficient in Microsoft Office (Word, Excel).
- Proficient in Google Suite (Gmail, Drive, Docs, Sheets).
- Experience using Quickbooks is preferred, not required.
- Team player who can collaborate with other teams in the organization.
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management

QUALIFICATIONS

- Administrative experience (filing, data entry, processing mail, etc)
- Experience working in real estate businesses preferred but not required.
- AA degree in Accounting preferred. Current student working towards Accounting degree or certification is also preferred.

POSITION TYPE AND EXPECTED HOURS OF WORK

This is a full-time position; typical work hours and days are Monday through Friday, 8:30am to 5:00pm. Some flexibility in hours is allowed.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. As a policy, the Ben Kinney Companies company does not sponsor employment visas.

Ben Kinney Companies Tech Division is an Equal Employment Opportunity employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, or national origin.