



Title Accounting Assistant

Department(s) Accounting

Reports to Accounting Manager

Job summary

The Accounting Assistant will perform duties that support other members of the Accounting department in the areas of accounts payable, accounts receivable, billing, and co-op. Additional responsibilities with Traffic department 4-5 days each month

Overview

- Obtain and organize receipts for employee travel expenses
- Reconcile credit card accounts
- Assist with accounts receivable and preparing billing packets
- Reconcile vendor and client invoices compared to budget amounts
- Investigate discrepancies identified by others
- Assist co-op team with collecting supporting materials and submitting claims
- Check co-op claim status
- Scan and file documents
- Other duties as assigned by Accounting Manager
- Assist SAM Traffic team in generating traffic reports and sending to stations during high volume times each month

Qualifications

- College degree required
- Proficient in Microsoft Office programs
- Ability and willingness to learn in-house software and platforms
- Organized with attention to detail and accuracy
- Enjoys repetitive work and tasks
- Quick learner and dependable
- Positive team player