



Accounting Assistant

Department: Accounting

Reports to: Accounting Manager – Yena Bollinger

Job Description

This full-time position will work with others in the department in the areas of accounts payable, accounts receivable, billing, and month end reconciliations. The ideal candidate will be able to apply accounting procedures in a fast-paced environment.

- Converts Purchase Requests to payables
- Enters monthly payables and cuts checks for payment on a weekly basis
- Pays media invoices via check or online portals
- Answers station questions regarding payments
- Reconciles client media invoices against their budget recap
- Manages Media department invoice discrepancies
- Enters media invoices into agency accounting software - Intacct
- Prepares billing packets with digital invoices and budget recaps
- Prepares and analyzes various month end analyses
- Completes Journal Entries throughout month
- Obtains and organizes receipts for employee expenses
- Reconciles credit card accounts
- Other duties as assigned

Qualifications

- Bachelor's degree in business related field
- 2+ years' work experience
- Experience and confidence dealing with budgets/numbers
- Proficient in Microsoft Office programs and ability to learn in-house software and platforms
- Enjoys repetitive work and tasks
- Organized with high attention to detail and accuracy
- Ability to work well under pressure and meet deadlines
- Self-starter and proven ability to work with minimal direction
- Ability to independently handle difficult and sensitive business situations
- Advanced level of proficiency in software (MS Word, Excel, PowerPoint, Outlook)
- Demonstrated ability to take initiative and work independently
- Positive team player