



<https://www.premierpersonnelgroup.com/find-a-job/accounting-assistant/>

## Accounting Assistant

### Description

Our client is seeking an Accounting Assistant to join their team! If you thrive in a fast paced environment and have 1-3 years of administrative and accounting experience, we are looking for you! This is a permanent position and with family and employee focused company that offers great benefits and room for growth!

The Accounting Administrative Support position assists the accounting department by performing various clerical tasks, including backup billing, proofreading of invoices, communicating with other branches to resolve problems, emailing/mailling invoices, filing, and other duties, as needed.

### Responsibilities

- Provide any necessary support to the Accounts Receivable Clerk, Cash Application Specialist, and Accounts Payable Specialist as needed.
- Proofread billing and works with accounting and branch employees to correct inaccuracies.
- Communicate with branch employees via phone or email to resolve issues on behalf of the AR department.
- Assist the accounts receivable with billing or organizing checks for accounts payables, etc.
- Assist the Purchasing department with comparing purchase orders, prices, terms of payment, and other charges as needed.
- Protect the organization's value by keeping information confidential.
- Perform basic office tasks, such as filing, data entry, answering phones, processing mail, etc.
- Organize and maintain accounting files.
- Utilize computerized accounting software programs (Distribution One, Excel, Word) to perform duties and responsibilities.
- Perform other AR/AP department/clerical duties as needed.

### Qualifications

- High School Diploma or GED equivalent required, college-level accounting classes or Accounting Degree preferred.
- 1-3 years of hands-on AR or AP experience is a must.
- Microsoft Office and Excel proficiency required. Experience with spreadsheets and automated accounting systems is required.
- Ability to multi-task, prioritize, and work efficiently.
- Ability to listen, communicate (written and verbal), and follow up effectively with all staffing levels and customers.
- Ability to work independently, self-starter, energetic.
- Ability to consistently demonstrate a pleasant demeanor, good common sense, and sound judgment.

### Job Benefits

- 401(k)

### Hiring organization

Premier Personnel Group

### Employment Type

Full-time

### Beginning of employment

ASAP

### Duration of employment

Full Time

### Industry

Manufacturing

### Job Location

South Plainfield

### Base Salary

\$ 20 - \$ 22

### Working Hours

8 am to 5pm

- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance