



POSITION: Accounting Administrative Assistant

POSITION SUMMARY:

This is an entry level position with advancement opportunities. Duties will include daily cash receipts, invoicing clients, answering the phone and logging support calls, receiving and sorting mail, data entry in various systems, special projects, etc. Experience with Excel, Word, PowerPoint, and Smartsheet is a plus, but not required. Someone who is reliable and organized with good communication skills and ready to learn is a must. We are celebrating our 30th year in business and have been recognized multiple times as a Best Places to Work by the Dallas Business Journal. If you know of anyone who may be interested please send them our way!

PRINCIPAL DUTIES & RESPONSIBILITIES: (Core Competencies)

As an Accounting Administrative Assistant, you will:

- Perform daily cash receipts.
- Prepare deposits.
- Process payments.
- Invoice clients.
- Answer and log support phone calls.
- Receive and sort mail.
- Perform data entry in various systems.
- Help to create and foster a work environment that is fun, positive, collaborative, and engaging.

KNOWLEDGE, SKILLS AND ABILITIES:

An Accounting Administrative Assistant must have:

- Effectiveness in written and verbal communication.
- Demonstrated reliability.
- A driver mentality and is a self-starter with the ability to work independently.
- Proactive approach with strong attention to detail and organization.
- Demonstrated strong work ethic and consistent over-achievement.
- Shown creative problem-solving skills with strong initiative to identify areas of process improvement and efficiency.
- Excellent time management skills.

CREDENTIALS & EXPERIENCE:

Benefits Include: Collaborative team environment, 401k, Health Insurance (Medical, Dental, Vision), Paid Holidays, Paid Vacations, Paid Sick Days.

Please submit resumes through link at: <https://app.smartsheet.com/b/form/c75219cadff84f89bf20c1f29bbcb5d0>