



Position | Accounting Assistant

Classification | Non-exempt, Full-Time

Posted | 10/17/2018

Location | Albuquerque

Summary

The Accounting Assistant is responsible for a variety of tasks that support the Senior Accounting Officer and related team members. Assignments will include tasks such as account reconciliations & balancing, budget analysis, and management of the company's corporate card program. Skills for the job require beginning to intermediate accounting education or training. Understanding of double-entry accounting is required considering the accounting assistant works within various accounts within the general ledger on a daily basis. Intermediate to advanced Excel skills are essential due to the amount of time spent in the application creating, editing, and reviewing necessary bank data to make the most informed financial decisions. Ability to problem solve and make sound decisions are critical. Communication style should be effective, organized and diplomatic in effort to maintain teamwork and collaboration between all employees.

Essential Functions

- **Bank Reconciliations**
Ensure the bank's internal accounts are in balance on a weekly or monthly basis. The Accounting Assistant should have the ability to critically think through complex numerical challenges based on provided statements and documents needed to reconcile assigned accounts.
- **Budget**
Maintain budget documents for accurate reporting to the branches and executive team. Data entry will include items from corporate credit cardholders as well as items from Accounts Payable. Weekly communication to branch and department managers related to budget updates is also expected.
- **Corporate Card Administrator**
Manage and assist credit cardholders on the company site. Tasks include creating profiles, resetting passwords, ordering cards, approving transactions as well as creating interface files for processing with the bank's accounting software.

Additional Support

Perform additional assigned tasks from Senior Accounting Officer, Accounts Payable Specialist and the CFO. Assignments may include gathering data for upcoming audits, compiling reports, and organizing paper and electronic files for all team members. Any additional responsibilities will be based on demonstrated skills and abilities.



Competencies

- Comply with bank regulations; maintain above average performance in all areas of compliance
- Effective/strong written and verbal communication skills
- Strong Analytical Skills

Required Education and Experience

- Associate's Degree in Accounting or Finance Required
- Bachelor's Degree in Accounting or Finance Preferred
- One to two years of accounting experience

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change depending on qualifications.