



## **Accounting Assistant Job Description**

King Built is growing and looking for an Accounting Assistant to join our team and provide administrative support to the accounting department. The Accounting Assistant is responsible for data entry, maintaining financial records, assisting with financial statement preparation and account reconciliation. Creating invoices, processing payments, tracking expenses, assisting with budget preparation and client and vendor communication are additional areas that the accounting Assistant may be responsible for.

## **Location**

Greater Springfield, MO

## **Job Responsibilities**

- Enter financial transactions into accounting software and maintain accurate records
- Assist with preparation of financial statements
- Support draw preparation and submission
- Reconcile accounts receivable
- Create and issue invoices and process payments in a timely manner
- Track expenses
- Assist with budget preparation
- Communicate with vendors and customers
- Handle correspondence related to accounting and financial matters
- Assist with any internal and external audits
- Filing and maintaining financial records, ensuring they are organized and easily accessible
- Perform other duties as assigned by supervisor
- Participation in all education, training, and team building events
- Attend weekly team meeting
- Be willing to complete other tasks as identified

## Required Skills

- Computer Skills
  - Basic computer skills and accounting software knowledge
- Attention to Detail
  - Must be meticulous in their attention to details across all projects.
- Time Management
  - Must be skilled in time management including prioritization of tasks
- Adaptability
  - Must demonstrate the ability to be adaptable and flexible
- Teamwork
  - Must be able to work with various stakeholders effectively to build strong working relationships with all team members, vendors and partners.
- Communication
  - Must demonstrate responsiveness, professional and clarity in written and oral communication.

## Qualifications

- High school diploma required; Bachelor's degree preferred in business or accounting related majors
- Current U.S. driver's license and reliable vehicle transportation
- Excellent written and verbal communication skills
- Superb interpersonal skills
- Proven problem-solving skills
- Positive, can-do attitude

## Compensation

Compensation specifics to be presented at the time of employment offer.