**ACCOUNTING ADMINISTRATIVE ASSISTANT**

**Opening**

Part-Time

**Primary Responsibilities:**

* Utilizing programs such as QuickBooks, Word & Excel
* Handling expense reports
* Administrative duties including phones, scheduling, and assisting team on various projects
* Responsible for managing Accounts Gmail
* Managing payroll for contract workers
* Assisting with document retention, including scanning and the organization of physical and electronic documents
* Charge Credit Cards for clients
* Completing additional tasks as assigned

**Qualifications & Required Skills:**

* Attention to detail
* Ability to multi-task and problem solve
* Knowledge of accounting principles and procedures