**Description**

We are seeking a highly motivated and detail-oriented individual to join our team as an Accounting Assistant (PT/FT). In this role, you will be responsible for supporting the accounting department in various administrative tasks, ensuring the accurate and timely recording of financial transactions.

As an Accounting Assistant, you will play a crucial role in maintaining the financial integrity of our organization. Your strong attention to detail and exceptional organizational skills will be key in effectively managing financial records and documents.

**Responsibilities**

* Perform basic office tasks, such as filing, data entry, answering phones, and processing mail
* Process and reconcile accounts payable and accounts receivable
* Code and enter invoices into the accounting system and reconcile discrepancies
* Perform bank reconciliations, ensuring accuracy and timeliness
* Maintain and organize financial records and documents
* Prepare, submit, and track forms for government security access
* Provide support during audits by gathering and organizing relevant financial data

**Requirements**

* Bachelor's degree in accounting or related field
* 2+ years of experience in an accounting role
* Proficiency in Microsoft Excel, Word, Adobe/Bluebeam and accounting software (Sage knowledge preferred)
* Strong understanding of accounting principles and practices
* Excellent attention to detail and accuracy
* Exceptional organizational and time management skills
* Ability to multitask and remain motivated and positive
* Strong analytical and problem-solving abilities
* Excellent written and verbal communication skills
* Ability to work independently and collaborate effectively in a team environment
* Strong ethics and confidentiality regarding financial information

**Benefits**

* Competitive salary and benefits package
* Medical, dental, and vision insurance
* 401(k) retirement plan with company matching
* Opportunities for professional development and growth within the company