



Accounting Assistant

Job Summary

The accounting assistant is responsible for specific administrative functions relating to processing, posting, and tracking accounts payable, as well as paying A/P invoices accurately and in a timely manner. The accounting assistant will also assist the CFO with specific administrative functions relating to accounts receivable. A basic understanding of generally accepted accounting principles is required with an emphasis on accounts payable. The ability to read and understand profit and loss statements will benefit an employee in this position.

Specific Responsibilities

Accounts Payable Duties

- Inputs all vendor invoices to accurately bill client jobs or charge proper company general ledger accounts.
- Processes and inputs monthly credit card statements, ensuring that all receipts are present and job numbers are accounted for.
- Reviews and edits all media vendor invoices that are synced through Wendt's Strata Media System.
- Issues checks for supplier invoices, media invoices, and other company-related expenses.
- Uses CSI Vcard system for payments whenever possible; promptly vetting new vendors through Wendt's CSI contacts.
- Records all payments in cash disbursements journal.
- Maintains accounts payable files by vendor.
- Closes and balances payables and disbursements journals at month end.
- Investigates all problem vendor inquiries, with media department assistance when necessary.

Accounts Receivable

- Properly maintains the media department's insertion and broadcast order books in preparation for client billing.
- Assists CFO with billing Wendt clients throughout the month according to each clients' guidelines. This includes gathering and copying vendor invoices to support external client charges and reporting and correcting discrepancies when necessary.
- Works closely with CFO to assure accuracy of clients' billing and the timely assignment of any adjustments or credits to clients' account.
- Performs job costs when required.
- Assists with Wendt's client audit procedures and practices.
- Provides assistance with bank deposits and posting client receipts when needed.

Office Management Duties

- Orders, organizes, and maintains office supplies.
- Assists with scheduling office space, office equipment, and company vehicle maintenance needs, as necessary.
- Assists with year-end file management and storage.
- Provides back-up to other administrative team members as needed.

Reports to

Chief Financial Officer

General Agency Responsibilities

- Keep work area neat and organized.
- Contribute to a positive, supportive environment.
- Provide industry best practices and maintain the highest ethics and standards.
- Strive to love and live Wendt's brand pillars.

Wendt strives to work as a team and employees are often required to perform various duties for the overall good of the organization and our clientele. These duties may sometimes fall outside the job description.