Job description: Accounting Assistant

Looking for an Accounting Assistant. Assistant is responsible for Accounts Payable Data and Payroll Data entry, reconcile monthly vendor statements and resolve outstanding liabilities. Other duties include but are not limited to Paying Bills, staying on top of Subcontractor Insurance, Service A/R Billings and follow up on Past due accounts. This position also backs up the front desk and service desk as needed. Other duties will apply as required and trained.

The employee is expected to be self-directed, take initiative and be persistent when appropriate to accomplish necessary duties and keep busy without prompting. Additionally, the employee is expected to be adaptable/flexible to changing work assignments, analytical, organized and detail-oriented, perform multiple tasks at once, compose correspondence and other documentation in a professional manner, express ideas constructively, actively listen to others, manage time effectively and efficiently to meet deadlines, learn and memorize procedures, display a cooperative attitude, read, understand and follow all company, job specific and safety policies/procedures, and attend/use all required training.

The ideal candidate will have 2-5 years of both Quickbooks and Construction experience, understand confidentiality, must have strong work ethic, be well organized and be a self-starter, able to follow standard filing procedures, Have strong problem-solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills, data analysis and multi-tasking skills, knowledge of applicable accounts payable/accounts receivable systems and procedures, Able to work independently and with a team in a fast-paced and high-volume environment with an emphasis on accuracy and timeliness, demonstrate good customer service at any time with customers, vendors, and co-workers, must be reliable.

Job Type: Full-time
Salary: $16.00 - $22.00 per hour
Experience:

- Accounting or Quickbooks: 2 years (Preferred)
- Construction: 2 years (Preferred)

Education:
High school or equivalent (Required) *training in general office procedures and bookkeeping through college courses and/or business school a plus*

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Location:

- Tucson, AZ (Preferred)

License:

- Notary Public (Preferred)

Language:

- English - Multi Lingual is a plus (Preferred)

Work authorization:

- United States (Required)

Shifts:

- M-F 8am – 5pm

Application questions

- How many years of Accounting or Quickbooks experience do you have?
- How many years of Construction experience do you have?
- What is the highest level of education you have completed?
- Are you able to work in Tucson, AZ?
- Do you have the following license or certification: Notary Public?
- Do you speak English – Multi-Lingual is a plus?
- Are you authorized to work in the following country: United States?
- Are you willing to undergo a background check, in accordance with local law/regulations?