LNB ACCOUNTING
CERTIFIED PUBLIC ACCOUNTANTS

Accounting Assistant

Job description

Position Summary

The accounting and administrative assistant will perform basic accounting and administrative duties to support the accounting staff and management, such as :

- **Document processing**: Correcting, processing, and reconciling accounting documents, such as invoices, bills, reimbursements, and cash receipts.
- **Financial record keeping**: Updating financial records and preparing financial statements.
- **Data entry**: Entering financial transaction data into a database.
- **Administrative tasks**: Managing records, organizing reports, scheduling appointments, and filing paperwork, coordinating and scheduling appointments, meetings, and events.
- **Customer service**: Providing customer service and communicating with clients to understand their financial needs.
- **Vendor relations**: Supporting vendor relations.
- **Payroll and billing**: Performing tasks related to payroll and billing.
- **Reconciling statements**: Reconciling accounting statements.
- **Marketing strategies**: Managing the company's social media and other marketing and communication channels.
- **Organizing and maintaining** office policies and procedures.
- Answering phone calls and interacting with prospective clients.
- Participating and supervising a wide range of company projects and events.
- Handle incoming and outgoing correspondence.

- Perform other work-related duties as assigned.
- Assist in the staff recruiting and onboarding process.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- **Candidates living in California and San Francisco Bay Area are highly preferred**.
- Bachelor's degree in business administration, accounting, or finance.
- Experience in working at a CPA firm is a huge plus.
- Proven experience in an administrative or office management role.
- Strong knowledge of human resources practices and procedures.
- Excellent supervisory skills with the ability to lead and motivate a team.
- Proficient in administrative tasks such as calendar management, record keeping, and filing systems.
- Familiarity with budgeting processes and financial management principles
- Experience with accounting processing using software such as QuickBooks Online, Netsuite Oracle.
- Experience with Outlook, Adobe, and Dropbox is a must.
- Experience in working with cloud-based software.
- Strong English communication skills, both written and verbal. Proficiency in French and Spanish is a plus.
- Highly organized with excellent attention to detail
- Ability to prioritize tasks and meet deadlines in a fast-paced environment

Job Type: Part-time

Pay: $24.00 - $26.82 per hour

Expected hours: 30 per week

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Vision insurance

Schedule:

- Monday to Friday
- Weekends as needed

Ability to Relocate:

- Remote: Relocate before starting work (Preferred)

Work Location: Remote