

Finance & Data Analysis

Accounting Assistant

Key Duties

- Provides support for payroll recording, verification, troubleshooting and distribution, accounts payable entry, processing, verification, filing and payment, accounts receivable review and billing assistance and fiduciary accounting.
- Preparation and maintenance of payroll files, accounts payable files, fiduciary files
- Assists with grant preparation, filing and analysis.

Key Learnings

- Accounting principles and software
- Customer service skills
- Process improvement