



STAFF ASSISTANT

POSITION DETAILS

- STATUS: NON-EXEMPT Hourly Full Time
- Department: Finance and Human Resource
- Reports to: Human Resource Director
- Work Schedule: Monday-Friday

RESPONSIBILITIES

- Perform accounting processes such as: cash entries, accounts receivable, general journal entries and backup for accounts payable and billing.
- Assist with annual audit
- Assist with account reconciliation
- Maintain personnel packets and files
- Ensure all required personnel files have required documentation
- Provide clerical and operational support to Human Resources and Accounting

COMPETENCEIS AND QUALIFICATION

- Ethical Practices with ability to maintain high level of confidentiality
- Time-Management
- 3-5 Years of accounting experience
- Advanced Excel skills
- Able to work with minimal supervision
- Must be 21 years of age and have a current, valid driver's license
- Excellent telephone and oral communication skills