

ACCOUNTING ADMINISTRATIVE ASSISTANT

Introduction

Computer Solutions is currently adding an **Accounting Administrative Assistant** to our team of highly trained professionals. The selected candidate will participate in all related Accounting responsibilities as assigned, in addition to normal administrative level tasks related to the role. The Accounting Administrative Assistant is a critical role in our organization that interfaces with customers and internal operations leading to our success as a team.

Computer Solutions offers an array of information technology products and services primarily to the South Texas region. Over the years, we have forged strong strategic alliances with leading IT service providers including Cisco, Microsoft, HP, IBM, and many others. In addition to hardware and software product sales, we are frequently our clients' primary contact for professional and consulting services such as Managed Services, Unified Communications, Network Infrastructure, and Server and Desktop Virtualization. Our record of success is clear – our client base has grown to approximately 300 companies across San Antonio and South Texas leading to tremendous annual revenue growth of \$1 million in 1984 to \$73 million in 2017. Our valued workforce of over 70 highly trained and certified staff create the culture of success within Computer Solutions, having recently been named as one of the "Best Companies to Work for in San Antonio" by the San Antonio Business Journal.

Position Summary

The Accounting Administrative Assistant provides extensive administrative support to the Accounting department while managing front desk operations. Within this role, the employee can expect to contribute to all aspects of accounting operations such as accounts payable/receivable, as well as company-specific tasks. As the first person to greet both employees and clients, the Accounting Administrative Assistant is a central figure to our culture and Core Value of promoting a positive, fun work environment.

Responsibilities

General:

- Provide administrative support to the accounting department and other departments as needed.
- Front desk management duties to include telephone answering and call direction, routing faxes, assistance with meeting set-up/tear down, meet and greet clients, applicants, and employees upon entry/exit.
- Tracking and record management for vendor (non-inventory) purchase orders, W-9 forms, and certificates of insurance.
- Process/route incoming and outgoing mail.
- Maintain and manage inventory control of office and kitchen supplies.
- Integrate administrative and accounting functions smoothly.
- Assist Controller with various special projects as needed.

Accounts Receivable:

- Daily processing of customer invoices – as defined by procedure.
- File customer invoices and post AR payments daily.
- Maintain bank deposits and check payment records.
- Set up new accounts and process customer account changes.
- Assist with customer billing inquiries and requests.
- Assist with customer credit verifications.
- Back up for end-of-day invoice process and end-of-day reports.
- Assist with Audits- provide copies of invoices, reports, etc.
- Provide backup assistance for other Accounts Receivable duties as needed



Accounts Payable:

- Key/Enter and file primary Vendor invoices for inventory purchases.
- Assist with preparation and reconciliation of tri-monthly Flooring payments.
- Assist with coding and keying of G&A expenses as needed.
- Work with A/P and purchasing to reconcile invoices that have discrepancies.
- Assist with Audits- provide copies of invoices, reports, etc.
- Provide backup assistance for other Accounts Payable duties as needed.

Job Skills Requirements

Qualified candidate must possess most or all of the following credentials and capabilities:

- 2-5 years' experience within an Accounting (preferred) or Administrative role
- Proficiency with Microsoft applications (Excel, Word, PowerPoint, etc.) desired
- Experience with Accounting principles and practices
- Excellent oral and written communication skills with a team oriented mindset and pleasant working demeanor
- Detail oriented and works with a high degree of accuracy
- Highly organized and flexible
- Ability to multitask and meet changing deadlines
- Must be self-directed and able to complete projects with limited supervision

