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Accounting Administrative Assistant

Description

WPS is an iconic, family-run AV systems integration company with over 35 years of experience. Our team is made up of experts in their fields and are constantly helping customers solve complex and challenging problems. WPS clients include Fortune 500 companies, professional sports teams, famed international performance venues, theme parks, and governments at the local, state, and federal levels. WPS is well-respected and known in the industry for producing the highest quality work, regardless of budget or project size.

WPS is actively searching for an Accounting Administrative Assistant who values working in a family owned and operated business. If you are comfortable performing a variety of administrative tasks in an office and enjoy an informal work environment, this is the ideal position for you.

This full-time role will require you to be in our office, Monday-Friday 9am-5:30pm.

Responsibilities

In this role, you will perform various administrative tasks throughout your day to support our growing accounting department. In addition to supporting our AR and AP department, you will be tasked with answering telephones, filing paperwork, and scanning documents. This role will require you to produce high-quality, detailed work. Accurate and consistent work output is essential and will require you to manage and complete tasks on time with consistent and error-free work serving as key measures of job performance success.

In addition, you will:

- Provide on-going administrative support to the Accounting Department
- Monitor and manage the accounting department email inbox
- Enter vendor invoices into the company's ERP
- Create customer invoices
- Assist with the processing of outgoing check payments
- Enter daily cash receipts
- Perform basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Communicate with clients and vendors via phone and email

Qualifications

- Have a strong attention to detail
- Thrive working in an informal environment with minimal supervision
- Take initiative and approach challenges in a proactive manner
- Enjoy attending to multiple and varied tasks throughout the day
- Appreciate working independently
- Demonstrate strong written and verbal communication skills

Skills

WPS | Washington Professional Systems

Employment Type

Full-time

Job Location

11242 Grandview Ave., 20902, Wheaton, Maryland, US

Valid through

29.02.2024

- 2+ years of experience working as either an Administrative Assistant, Accounting Assistant, or a Bookkeeping Assistant
- Proficiency in Microsoft Office
- Experience with accounting software
- Strong MS Word and Excel skills
- Familiarity with basic accounting principles

Job Benefits

WPS offers competitive compensation and benefits packages including:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- 401(k)
- Paid time off

WPS an equal employment opportunity (EOE) and affirmative employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.