



NORTHEAST LABORATORY SERVICES

Job Description

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| Job Title: | ACCOUNTING ASSISTANT |
| Department: | Administration |
| Reports to: | Customer Service Supervisor |
| Schedule: | Monday – Friday (20-25 hours/week) |
| FLSA Status: | Non-exempt Temp |

Summary of Duties & Responsibilities:

Responsible for assisting the Customer Service Supervisor/Accounting Assistant with the processing of financial related information.

Essential Duties & Responsibilities:

- Maintains receivable including invoicing, customer credit card processing, daily deposits, monthly statements and collection calls.
- Compile data to documents; investigate and reconcile differences.
- Prepare general ledger journal entries as needed.
- Assist in the positing of accounts payable.
- Maintain Sales & Use Tax Schedule.
- Communicate with external customers and vendors as well as internal employees.
- Perform all duties in accordance with Generally Accepted Accounting Principles (GAAP).
- Perform additional duties as required.
- Perform all duties in accordance with established safety guidelines.

Physical Demands:

None.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Minimum Qualifications:

- Education: Associates Degree in accounting preferred.
- Experience: None required.
- Alternate: High School Diploma and 2 years experience in accounting or current college student enrolled in accounting/business classes.
- Other: Familiar with accounting software, organizational and computer skills.
Ability to maintain professional integrity and confidentiality.