

## **ACCOUNTING ASSISTANT**

**Location: San Mateo, CA**

**Job Type: Regular hourly non-exempt, 40 hours per week**

- **In-Person. Reports to Accounting Manager.**
  - Office COVID-19 Safety Regulations in Effect.
- **Employee Benefits Provided!**
  - Medical, vision, & dental insurance, paid time off (PTO), paid holidays, 401(k), HSA, FSA, and more!

### **Responsibilities Include:**

- Weekly timesheet review and validation.
- Full cycle Accounts Payable, including purchase orders, timely payment to vendors, check payment preparation.
- Auditing employee expense reports.
- Credit card reconciliation.
- Routinely answering employee and vendor inquiries.
- Policies compliance verification of completed timesheets and expense reports.
- Annual tax reporting: obtaining W-9s, preparing 1099s.
- Accounting clerical duties in support of daily general ledger/AR/AP/FA functions.

### **Qualifications:**

#### **Education:**

- Bachelor's degree in Accounting and/or Finance or equivalent

#### **Experience:**

- At least one year of accounting work experience

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- Accounting internships qualify as previous work experience.

## **Abilities & Attributes:**

### **Required Abilities:**

- **Computer-savvy: Experienced user of Microsoft Windows and/or Apple desktop environments**
- **Intermediate user of Microsoft Excel and Word**
- **Ability to communicate effectively to various levels of the organization**
- **Outstanding written and oral communication skills**

### **Required Attributes:**

- **Excellent attention to detail and deadlines**
- **Effective follow-up skills, eager to learn and be proactive on assignments**
- **Excellent time management skills, ability to multi-task and prioritize work**
- **Excellent teamwork and collaboration skills**
- **Ability to work independently, exercise good judgment, and take on more responsibilities as required**

### **Desired Attributes:**

- **Previous work experience in a start-up/small office environment**