

Job Title: Accounting Administrative Assistant

Job Description:

Join the Vortex Team! An Accounting Administrative Assistant position is available. The primary role of an Accounting Administrative Assistant is to act as support for the accounting department of our company. The daily activities of an accounting administrative assistant may include answering the telephone, filing, e-mails, assisting visitors, managing appointments and managing the daily office schedule. Additional, administrative duties may include working on special projects, managing the office and supervising other staff members. Accounting tasks, such as preparing checks, creating budgets, calculating billing statements, preparing and submitting tax forms, coding documents, compiling financial records and managing inventory records are also completed.

An accounting administrative assistant needs to be skilled in mathematics, communication, time management and typing. It is also important to have an excellent grasp of English grammar and spelling, work well with others and be detail oriented.

Education:

An associate degree is the minimum education required for an accounting administrative assistant. The degree can be in office administration with a specialization in accounting or accounting. The coursework in an associate degree program explores accounting, office procedures, communication, word processing and bookkeeping.

Job Benefits:

Vortex Engineering, Inc. offers a comprehensive and competitive benefits package including paid holidays, vacation and sick leave; company sponsored IRA with company match; paid health care including medical, dental, vision, and life insurance; professional membership and continuing education support; flexible working hours, and performance bonus for all eligible employees.

Please visit our website to apply at www.vortexeng.us.

Vortex Engineering, Inc. is an Equal Opportunity Employer. It is our policy to recruit, employ, train, compensate, transfer, and promote people without regard to race, color, religion, gender, age, ethnic or national origin, marital status, physical or mental disability, veteran status, or any other basis prohibited by federal, state, or local law.