



# ACCOUNTING ASSISTANT

## CLASSIFICATION

Full-time/Non-exempt/Hourly

## REPORTS TO

Finance Director

## JOB SUMMARY

An Accounting Assistant is responsible for entering, processing, and reviewing all purchases by the Parish. This position creates and maintains the AP/AR records for the Parish.

## ESSENTIAL JOB FUNCTIONS

- Receives, enters, and processes requisitions/orders after ensuring the receipt of the best price according to the Parish's purchasing policies and all local, state, and federal laws.
- Reviews and processes invoices ensuring consistency with the Parish's purchasing policies and all local, state, and federal laws.
- Acts as a liaison between the Parish and vendors with regards to accounts payable.
- Enters vendor W9s into the accounting system.
- Maintains reports, spreadsheets, and files for vendor accounts.
- Maintains up-to-date AP information in the accounting software.
- Researches and/or resolves invoice discrepancies, issues or inquiries as assigned by the Finance Director.
- Scans and files invoices, bills, payments, etc. in vendor files.
- Retrieves, processes, and distributes incoming mail.
- Manages internal postage machine, such as refilling postage, retrieving reports, and general care and maintenance of the machine.
- Assists with compiling documentation and reports for annual audits as assigned by the Finance Director.
- Assists the Accounting Department with administrative tasks as assigned by the Finance Director.

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.  
West Feliciana Parish is an Equal Opportunity Employer.*

## OTHER JOB DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## EDUCATION, EXPERIENCE, & CERTIFICATIONS

- High School diploma or equivalent required.
- Associate degree in related field with work experience is preferred.
- 2+ years of accounting/bookkeeping experience preferred.
- Experience with governmental accounting standards/procedures, including Generally Accepted Accounting Principles (GAAP), preferred.

## An individual best suited for this position will:

- possess a strong ethical code, by which they hold themselves to the highest standards of conduct and personal integrity.
- be proficient with technology, accounting software, Windows and Microsoft Office.
- possess excellent interpersonal skills to communicate professionally and effectively with colleagues, vendors, and the public, both orally and in writing.
- analyze documents to ensure accurate, ethical and policy-conforming information is being provided.
- analyze processes to ensure accurate, ethical, policy-conforming, and efficient processes are being utilized.



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## **WORK ENVIRONMENT & PHYSICAL DEMANDS**

This job operates in a professional government office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, printers, scanners, calculators, and filing cabinets.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions of this job.

While performing the duties of this job, the employee must be able to:

- remain in a stationary position 75% of the time.
- occasionally move about inside the office to access file cabinets, office machinery, etc., as well as regularly position themselves to maintain files in various file cabinets.
- communicate accurate information and ideas so others will understand.
- observe details at close range (within a few feet of the observer).
- occasionally move boxes weighing up to 20 pounds throughout the building for various needs.

**This position requires a satisfactory background check and drug screen.**