



Accounting Assistant

CLASSIFICATION

Non-exempt/hourly

REPORTS TO

Finance Director

JOB SUMMARY

The 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

- Functions as the purchasing clerk by receiving/processing 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.
- Responds to vendor questions and 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.
- 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/GED required; associate degree in related field with work experience is preferred.
- 2+ years of accounting/bookkeeping experience preferred.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of governmental accounting standards/procedures.
- Familiarity with Generally Accepted Accounting Principles (GAAP).
- Proficiency with accounting software and computers, including strong typing skills, Windows and Microsoft Office.
- Strong organizational, detailed oriented skills.
- Exceptional time management skills
- Excellent oral and written communication skills.
- Professional manner and strong ethical code.
- Excellent problem solving and analytical skills.

WORK ENVIRONMENT & PHYSICAL DEMANDS

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

The physical demands of this job 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 is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, reach with hands and arms, and occasionally lift up to 20 lbs.

ACKNOWLEDGEMENT

The employee’s signature below constitutes the employee’s understanding of the requirements, essential functions and duties of this position.

Employee Signature

Date

This job description has been approved by the following management levels:

Department Director
