**Accounting Assistant**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

The Accounting Assistant reports directly to the Accounting Supervisor and is responsible for the cash receipt and payment posting function for the organization, to include making daily cash deposits and safeguarding petty cash bags. Provides support to the Accounting staff by performing intermediate level clerical accounting duties related to accounts receivable, payroll, accounts payable, and financial statement preparation.

**RESPONSIBILITIES**

* Sort and distribute mail within the Accounting Department.
* Record deposits on cash receipt pages and cash reports.
* Make copies of resident checks, record account numbers on check copies.
* Prepare and post account payments (via import).
* Verify miscellaneous and petty cash deposits. Take deposit to bank daily.
* Maintain cash page posting to ensure the cash account ties at the end of the month
* Assist with date stamping incoming paper invoices on a daily basis.
* Prepare large volumes of invoices for scanning by the removing staples and collating them for data entry.
* Provide assistance to Accounts Payable Specialist as directed by supervisor.
* Maintain filing within the department to include document retention.
* Serves as the back up to the Accounts Payable Specialist.
* Support the mission of Westminster-Canterbury by providing quality customer service; deal directly with customers (staff and vendors) by telephone, electronically or face-to-face.
* Respond promptly to customer inquiries and/or complaints.
* Assist in the maintenance of the Construction-In-Progress (CIP) account.
* Responsible for ordering office supplies when needed.
* Assist Administration Receptionist as needed.
* Assist in the distribution of monthly resident statement as directed by the supervisor.

**QUALIFICATIONS**

* High School or College Graduate.
* Associate Degree preferred.
* Two years of Accounts Payable experience required.
* Knowledge of basic arithmetic, bookkeeping and accounting principles, office procedures and practices.
* Demonstrated proficiency in Microsoft applications including Outlook, Word, and Excel.
* Demonstrated ability to prioritize tasks, handle multiple tasks simultaneously, react quickly under stringent time frames, and meet fixed deadlines.
* Demonstrated ability to effectively communicate in writing and verbally with residents, responsible parties, staff, vendors, etc.
* Must be willing to work overtime to meet deadlines.
* Physical Requirements:
  + Sedentary work: must be able to perform computer work for six to eight hours per day, either standing or sitting.
  + Must be able to file and retrieve documents from filing cabinets and storage area.
  + Ability to lift, carry, and maneuver boxes / files weighing up 25 pounds.
  + Must be able to work hours that extend beyond normal business hours depending on operational needs.

**BENEFITS**

* Health & Dental Available Day 1 for new employees!
* Dental Insurance
* Life Insurance
* Long-term Disability Insurance
* Medical Insurance
* Short-term Disability Insurance
* Employee Assistance Program
* Retirement Plan with employer match
* Paid Time Off (PTO)
* Employee Discounts
* Excellent Advancement Opportunities
* Scholarship Program for Employees/Family Members
* Tuition Assistance
* Six paid holidays
* Vision