**Accounting Assistant**

**Job Summary:**

The Accounting Assistant reports to the Vice President of Finance. The Accounting assistant performs a wide variety of accounting-related tasks, ensuring the accuracy of the information that they handle. Work is performed by applying knowledge of accounting terminology, using spreadsheets, and the automating accounting system.

## **Duties/Responsibilities:**

* Process and prepare all accounts payable under the VP of Finance’s supervision.
* Process and prepare daily deposits and cash receipts.
* Process credit applications for review by the VP of Finance.
* Assist with accounts receivable collections.
* General office tasks as needed, filing, copying, typing, etc.
* Perform other duties as assigned

## **Required Skills/Abilities:**

* Self-motivated, positive attitude, helpful, and have strong organizational and planning skills.
* Able to multi-task at any given time and provide attention to accuracy and detail.
* Excellent communication skills; both oral and written
* Computer and mathematical skills (i.e., Excel, Office, Word.)
* Customer service oriented
* Advanced Excel knowledge is a plus.

## **Physical Requirements:**

* Frequently required to sit at a desk, occasionally required to walk and stand.
* Must frequently lift and/or move up to 25 pounds.
* Must have good vision and can look at a computer screen for a long period of time.

**EEO Statement:**

Gainey’s is an equal opportunity employer. Gainey’s does not tolerate discriminating based on race, national origin, color, religion, sex, sexual orientation, disability, age, veteran status, genetic information, or any other characteristics protected by law. Equal opportunities are extended to all terms and conditions and privileges of employment as well as the use of all company facilities participating in all company-sponsored activities and employment actions such as promotions, compensation, benefits, and terminating employment.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, GCP Accounting Asst Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, GCP VP of Finance Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_