

## Accounting Assistant (California , US)

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Company: FallenAmbers

Location: California City

Category: other-general

### Job brief

We are looking for an Accounting Assistant to perform daily accounting tasks that will support our financial team.

Accounting Assistant responsibilities include managing expense reports and reimbursements, entering financial transactions into our internal databases, and reconciling invoices. If you have an Accounting degree and are interested in gaining experience in bookkeeping procedures, we'd like to meet you.

Ultimately, you will help our Accounting department run smoothly, ensuring transparency and efficiency in all transactions.

### Responsibilities

Reconcile invoices and identify discrepancies

Create and update expense reports

Process reimbursement forms

Prepare bank deposits  
Enter financial transactions into internal databases  
Check spreadsheets for accuracy  
Maintain digital and physical financial records  
Issue invoices to customers and external partners, as needed  
Review and file payroll documents  
Participate in quarterly and annual audits

### Requirements

Work experience as an Accounting Assistant or Accounting Clerk  
Knowledge of basic bookkeeping procedures  
Familiarity with finance regulations  
Good math skills and the ability to spot numerical errors  
Hands-on experience with MS Excel and accounting software (e.g. QuickBooks)  
Organization skills  
Ability to handle sensitive, confidential information  
BSc/Ba in Accounting, Finance or relevant field

. Skillset Required: Accounting Clerk,accounting software,MS Excel , QuickBooks

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