



## ACCOUNTING ASSISTANT – JOB DESCRIPTION

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### **Functional Summary**

The Accounting Assistant will support the accounting and support other departments as needed. Assist the Controller with report preparation and maintenance and completing basic bookkeeping and accounting duties for the company.

**Reporting Structure:** Controller

**Location:** Phoenix, AZ.

### **Pre-Employment Requirements**

- Pre-Employment background check
- Pre-Employment Drug Screen

### **Job Requirements**

Must be able to utilize our computer systems.

Must be able to multi-task.

Familiarity with basic accounting principles.

Be obsessed with building an amazing culture.

### **Key Responsibilities**

The responsibilities of the Accounting Assistant, include ***but are not limited to:***

#### **Leadership Attributes**

- Communicates effectively on many different levels with all types of personalities. Must have the ability to effectively communicate to staff, peers, executives, and customers while maintaining the highest level of professionalism. Shall be able to use a wide array of communication vehicles, including verbal, written and body language, will allow you to establish a great rapport with each audience.
- Passionate about the companies Values and Purpose. Shall set the example of great leadership by always acting with company values front of mind every day.
- Quickly and clearly communicate to Supervisor anything that may negatively affect our organization including our reputation, company culture and financial challenges. While doing so stick to the facts and take the emotion out of it.
- Always treat others with humility and compassion.
- Have the courage to do the right thing by the company and other stakeholders.
- Actively listen to co-worker's, suppliers, subcontractors, and customers to gain a better perspective of their challenges.

o: 602.560.5535

535 N 51<sup>ST</sup> AVE SUITE 200 PHOENIX, AZ 85043

WEEMSPHALT.COM

AZ ROC No. 324338 AZ ROC No. 324339

**WE DRIVE ON OUR REPUTATION.**

- Do not ignore calls, emails, and other forms of communications. Respond within a reasonable time frame.
- Always represent our company with class.
- Be obsessed with your own personal and professional growth.

### **Responsibilities**

- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Data entry of invoices, purchase orders, timecards, and bills.
- Verifying balances in account books and rectifying discrepancies
- Posting daily cash receipts
- Assist the Controller with new vendor and customer set-up.
- Process prelim information for our suppliers and for the company.
- Request and maintain current Certificates of Insurance for all jobs.
- Assist Controller with internal audits and resolving discrepancies as needed.
- Filing
- **Must be able to on-board new employees.**
- **Answer phones with a positive attitude, willing to help the caller.**
- **Assist with pre-bid items.**
- **Assist with collections.**
- **Assists others as needed.**

