

# WORLD SERVICE OFFICE, INC.

## Job Posting Accounting Assistant

<b>Job Title: Accounting Assistant</b>	<b>FLSA Status: Non-Exempt</b>
<b>Department: Accounting</b>	<b>Date: 05 August 2024</b>
<b>Location: Chatsworth NOT remote work</b>	<b>Salary Range: \$50,000 - \$56,000 plus generous benefit package</b>

### Job Scope and Dimensions

#### Job Summary:

Support the Comptroller and accounting staff in carrying out the responsibilities of the Finance / Accounting Department, including:

- Provide primary assistance to the Staff Accountant, Comptroller, and, as needed, Executive Management in preparing timely and accurate statistical reports.
- Assist with eCommerce platform, inventory, branch, and intercompany tasks.
- Under moderate supervision, confirms and prepares sales orders for shipping.
- Provide purchasing information (product availability, pricing, terms) to customers and research order problems to achieve resolution

#### Receives Direction From:

- Staff Accountant
- Customer Service Supervisor
- Team Leader/Comptroller
- Other Managers, as appropriate

#### Examples of Essential Duties and Responsibilities:

- Provide customer service for online shopping carts.
- Routine paperwork for shipping and accounting.
- Manage and track supply purchases. Review and receive orders placed.
- Contribution data entry.
- Analyze information and options by developing spreadsheet reports and verifying information.
- Prepare correspondence and maintain files as needed within the department.
- Perform other accounting, financial, or administrative tasks as required.
- Act as backup for other accounting staff when needed.
- Execute special projects as needed.

## **Qualifications Guidelines**

### **Experience/Training/Education**

Associate's degree in accounting or business is preferred. Will consider an equivalent combination of education and experience sufficient to obtain the knowledge and skill to perform the essential duties of the job successfully.

### **Proficient Knowledge of:**

- Basic computer operation
- Accounting software, knowledge of Microsoft Business Central accounting software preferred
- Microsoft Excel and Word
- General accounting principles
- General credit card processing and e-commerce desirable

### **Familiar with:**

- NAWS mission statement
- NA's purpose, NA terminology, and NAWS product line

### **Skills/Abilities:**

- Must be able to work independently as well as work and interact with departments throughout the organization.
- Must be detail-oriented and organized.
- Must be able to work on many different projects at one time.
- Must be a perfectionist by nature, with no tolerance for financial sloppiness.
- Must be highly skilled in dealing with financial and numeric data.
- Must have excellent verbal skills.
- Must have excellent work habits, including a willingness to work the hours necessary to get the job done, especially when important deadlines cause greater than normal departmental pressures.