



Accounting Assistant Part-Time

Position Summary

The Accounting Assistant is responsible for managing the day-to-day financial activities for the company under the supervision of senior management, specifically the Chief Financial Officer. They will gain an understanding of business processes for a small service-related business as well as how specific accounting procedures relate to larger company goals. Additionally, this position will provide professional office experience and interactive practice with managing accounting data electronically.

This position is ideal for an upper-level undergraduate student or individual with prior bookkeeping experience seeking part-time employment with the ability to work 15-20 hours a week at the company office located in downtown Austin, Texas.

Core Competencies

The ideal candidate will possess strong organizational and analytical skills and an interest in learning more about financial functions within a business. Discretion and professional etiquette are necessary as this role handles confidential data. Basic working knowledge of generally accepted accounting principles and QuickBooks Pro is helpful, but not required.

Preferred Majors: Accounting, Finance, Business, Economics

Critical Responsibilities

- Data Entry
- Record Keeping
- Bill Processing
- Invoice Creation
- Job Costing
- Account Reconciliations
- Client Correspondence
- Internal Reporting
- Calendaring

Compensation

\$13-\$14 Per Hour DOE

Application Instructions

To apply, please submit a cover letter, resume, and two work related references to jesse@jhlcompany.com with "Accounting Assistant" as the subject line.

MAKE THE CONNECTION

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