



976 United Circle • Sparks NV 89431 • ph (888) 438-9473 • fx (800) 544-8051 • ResourceActionPrograms.org

Accounting Assistant

This position entails general accounting duties including: routine accounting activities such as maintenance of invoicing and cash receipts.

Responsibilities Include:

- Sort and organize sales orders to attach appropriate documentation.
- Data entry of sales orders to generate customer invoices.
- Printing and filing of customer invoices.
- Data Entry of customer payments to generate cash receipts.
- File payment documentation in appropriate customer folder.
- Electronically send customer invoices on a daily or weekly basis for specified programs.
- Enter requested sales orders and deliver to the shipping department.
- Prepare various accounting statements and financial reports.
- Making travel arrangements for sales representatives.
- Managing expenses for travel arrangements and turning them into accounts receivable.
- Reconciling Expense Reports

Knowledge, Skill, and Abilities Required:

- Demonstrate excellent problem-solving skills.
- Must be organized, self-motivated and able to multitask.
- Takes great pride and ownership in the work produced.
- Be creative and introduce new thinking and concepts to projects.
- Independent work style, ability to plan and execute with little direction, creative problem-solving skills and initiative.

Experience:

- Proficiency in Microsoft Word, Excel, and Outlook is required.
- Previous experience in an office environment.
- Basic knowledge of general accounting procedures.
- Bilingual a plus

The perfect candidate would be a team player with great communication skills and a can-do attitude. It's a very fast pace environment so a sense of humor is a plus. For more information about the company, please visit www.resourceactionprograms.org. This is an onsite position in Sparks, NV.

Please no contract or freelance applications. Please send your resume, examples of you work, salary requirements and date of availability to Tiffany James at tiffany@etlproducts.com.