

JOB DESCRIPTION

Job Title:	Accounting Assistant
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Division/Department:	Accounting	
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Reports To:	Controller
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Approved By:	President/Vice President
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<u>Summary:</u>	The Accounting Assistant handles essential financial and administrative tasks to keep our company running smoothly across all three of our divisions. This role involves processing vendor invoices and getting them ready for payment, opening incoming mail and immediately endorsing any checks received, preparing cash receipt logs for the Accountants, and making bank deposits to the correct bank accounts for the respective divisions on an as-needed basis. This position provides key administrative support, helping to organize the office and maintain accurate financial records.
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Accounts Payable (AP) Processing (Across Divisions):

- Receive, sort, and organize all incoming vendor invoices and supplier statements for all three company divisions.
- Verify invoices for accuracy, matching them against purchase orders and receiving documents (if applicable), ensuring correct allocation to the relevant division.
- Obtain necessary internal approvals from relevant departments or the Manager prior to payment processing.
- Enter approved invoices into the accounting system in a timely and accurate manner.
- Prepare vendor payments (checks or electronic transfers) for Manager review and signature/approval.
- Maintain accurate vendor files and payment records for all divisions.
- Respond to vendor inquiries regarding payment status professionally and promptly.
- Assist with month-end closing procedures related to accounts payable, including preparing reports as needed.

Incoming Mail & Deposit Handling:

- Jointly open all incoming mail with another designated in the reception area as mail arrives.
- Immediately identify and separate any checks or cash received.

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- Determine the correct bank account for each payment received based on source or instructions.
- Immediately restrictively endorse all checks received with "For Deposit Only - [Division Name] - Account No. [xxxx]".
- Prepare a Cash Receipts Log for all incoming payments. This log must detail payer name, check number, amount, and date received. Both individuals opening the mail should initial/sign the log.
- Submit the Cash Receipts Log and all physical checks to the respective division accountant for deposit slip preparation and application to customer accounts.
- Physically take the prepared deposit (checks and deposit slip prepared by the accountants) to the bank for deposit on an as-needed basis.
- Obtain and retain deposit receipts for record-keeping.
- Handle miscellaneous incoming administrative mail and distribute to the appropriate parties.

Administrative Support:

- Organize and maintain physical and electronic filing systems.
- Provide backup support to other administrative functions as required.
- Assist with general office administration and support tasks as assigned by the Controller/Manager.

Qualifications

- **Education:** High school diploma or equivalent required; Associate's degree in Business Administration or a related field is a plus.
- **Experience:**
 - 1-2 years of experience in an administrative support role, with experience in accounts payable or general office duties.
 - Prior experience handling cash/checks and making bank deposits, including multiple accounts, is highly desirable.

Skills:

- High level of attention to detail and accuracy, especially when handling financial transactions and distinguishing between bank accounts.
- Strong organizational and time management skills; ability to prioritize multiple tasks.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).
- Familiarity with basic accounting software (QuickBooks) is a plus.
- Excellent written and verbal communication skills.

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- Ability to work independently with minimal supervision and as part of a team.
- Trustworthy and able to maintain confidentiality of sensitive financial information across all divisions.
- Reliable transportation for making bank deposits when needed.