



Job Title: Accounting Assistant
Department: Corporate Administration
Revision Date: 01/15/2019

### **Position Overview**

The Accounting Assistant works closely with our Assistant Controller and CFO and provides assistance and support of our companies' financial and accounting activities. In addition to FLASH, we own a transload company, sand mine, leasing company, and grocery store. The Accounting Assistant supports the Accounting department by performing clerical tasks, including processing and recording financial transactions, fielding internal and external communications, fact checking, filing and other duties.

### **Essential Job Functions**

- Work closely with the Assistant Controller and CFO to support daily business operations
- Code, process, and record financial transactions into accounting software
- Prepare accounting, tax and business-related documents as requested by CFO for review
- Field inquiries and communications from internal and external sources
- Provide support to accounts receivable and accounts payable departments as needed
- Basic office duties such as filing, scanning, and copying
- Support the company's strategic plans

### **Skills**

- Associate's Degree in Business, Accounting, Finance or related discipline
- Accounting experience preferred but not required
- Strong interpersonal and communication skills
- Impeccable analytical and organizational skills
- Self-motivated and self-directed; strong organizational and time-management skills
- Ability to work closely with senior management team

\* The above list is not an all-inclusive list of duties and/or requirements. You will be expected to perform various tasks as required by the customer. As business objectives changes, so too may your duties.