

Assistant Accountant Job Description

Duties and Responsibilities:

- Ensure appropriate accounting policies are applied during the preparation of yearly budgets
- Supervise daily operations within the scope of accounts receivable and accounts payable
- Authorize and oversee the processing of pre-requisition order within set standards
- Collaborate with accounts and finance manager to ensure smooth running of an organization's accounts department
- Assist accounting managers in the preparation of annual budgets and income-expenditure patterns
- Oversee the collection, deposit, and reconciliation of bank funds and accounts
- Ensure timely preparation and submission of VAT and other tax returns
- Provide customer support services and assist in the resolution of client complaints or problems
- Maintain useful financial information regarding projected outturns and budget variances
- Ensure compliance with statutory accounting standards and audit practices
- Conduct monthly management checks and regular housekeeping activities in order to maintain an efficient financial system
- Prepare and present regular accounting reports to the management accountant to update them on company financial progress
- Ensure accruals and prepayment concepts are applied to processed transactions
- Process payments and financial documents such as invoices, statements, and vouchers.

Assistant Accountant Requirements – Skills, Knowledge, and Abilities

- **Education and Training:** To become an entry level assistant accountant, you require a high school diploma and a few years of experience as a bookkeeper. Higher levels of accounting assistance on the other hand require an Associate's degree and up to 4 years of experience in an accounting field
- **Analytical Skills:** Assistant accountants are able to conduct audits to identify and resolve discrepancies in financial documents
- **Interpersonal Skills:** They are adept at working with accounting managers and a team of finance professionals to achieve a common objective
- **Bookkeeping Skills:** They are skilled in preparing and maintaining accurate accounts documents.