



## Bay Area Beverage

**Title:** Accounting Assistant  
**Department:** Administration  
**Reports To:** Accounting Manager  
**Location:** Richmond  
**Status:** Hourly, Non-exempt, 8:00am-5:00pm  
**Benefits:** Yes

### About this role:

Do you enjoy a team environment while being an independent contributor? Are you organized? Are you a multi-tasker? This may be the job for you. This is an entry level opportunity into our dynamic administration team in which you are visible to both Accounting and HR departments.

### Responsibilities:

- Handle incoming calls and other communications
- Manage all scanning and filing of administrative documents
- Help organize and maintain office common areas
- Maintain supply inventory
- Organize and distribute all incoming and outgoing mail
- Help external and internal personnel with will- calls and deliveries
- Post incoming payments – mail and electronic
- Process daily auto-debit payments
- Assist staff accountants with chain reconciliations
- Process credit applications and assist AR Supervisor with credit inquires
- Assist with daily Accounts Payable duties such as batch transaction review and purchase confirmations
- Process and follow-up on escrow claims
- May assist with light general HR duties, as assigned

### Requirements:

- High school diploma or associate's degree
- Experience as an office assistant or in related field
- Accounting and basic HR experience
- Ability to write clearly and help with word processing when necessary
- Ability to work well under limited supervision
- Great communication skills and attention to detail