

Job Title: Accounting Assistant

Department: Accounting

Reports To: CFO

Position Summary

The Accounting Assistant provides support to the Accounting Department by performing a variety of accounting, reporting, and administrative functions. This position is responsible for assisting with accounts payable, reconciliations, write-offs and collections reporting, capital credit activities, tax-related filings, and general ledger support. The role is well suited for candidates with foundational accounting knowledge who are looking to grow their skills in a collaborative accounting environment.

Key Responsibilities

Accounts Payable

- Process and verify vendor invoices for accuracy, proper approval, and correct account coding
- Maintain vendor records and assist with responding to vendor inquiries
- Prepare and assist with check runs and electronic payments

Uncollectible Accounts & Collections Reporting

- Track uncollectible accounts and prepare documentation for write-offs
- Assist with collections reporting and account reviews
- Maintain accurate records related to customer balances and payment history

Capital Credits

- Assist with capital credit allocations and retirements
- Maintain records and supporting schedules related to capital credit activity
- Prepare reports and documentation as needed



Bank Reconciliations

- Perform or assist with monthly bank reconciliations
- Investigate and resolve reconciling items in a timely manner

Tax & Filing Support

- Assist with preparation and submission of routine tax filings (e.g., sales/use tax, property tax, or similar)
- Maintain organized records to support filings, audits, and internal reviews

General Accounting Functions

- Assist with journal entries and account reconciliations
 - Support month-end and year-end closing activities
 - Maintain general ledger records and supporting documentation
 - Assist with audits, special projects, and other accounting duties as assigned
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Qualifications

Education

- Associate degree in Accounting, Finance, or related field is a plus

Experience

- 1–3 years of accounting, bookkeeping, or related experience preferred
- Practical experience through internships, coursework, or on-the-job training accepted

Knowledge & Skills

- Understanding of basic accounting principles and workflows
- Experience or familiarity with accounts payable and reconciliations
- Proficiency in Microsoft Excel and accounting software
- Strong attention to detail and organizational skills
- Ability to manage multiple tasks and meet deadlines
- Effective written and verbal communication skills



Details

Location: Strum, WI

Office Hours: Monday-Friday 8am to 4:30pm

Pay: Based on experience

Benefits

- Retirement program with company contributions
- Health, dental & vision insurance
- Health Savings Account
- Paid time off
- And more!

This is a great opportunity for someone with foundational accounting knowledge who's ready to grow in a supportive, team-focused environment.

Take the next step in your accounting career — apply today!

