

### 1.0 INTRODUCTION

The purpose of this job description is to establish the authority, duties, reporting relationships, and responsibilities for the position of Accounting Assistant of Sygnetics, Inc.

### 2.0 FUNCTIONAL ROLE

- Create, correct, process, and reconcile a wide variety of accounting documents.
- Perform routine accounting activities such as the maintenance of the general ledger and supporting records, the preparation of various financial reports, and Accounts Receivable and Accounts Payable functions.
- Compile information and review it for accuracy.
- Rely on experience and judgment to plan and accomplish goals.
- May lead and direct the work of others.
- Requires a wide degree of creativity and latitude.

### 3.0 REQUIREMENTS

Education:

- Requires a high school diploma or its equivalent.

Experience:

- 1+ years of related experience.

### 4.0 REPORTING RELATIONSHIP

The Accounting Assistant works under the supervision of and reports directly to the Accounting Manager.

### 5.0 ESSENTIAL DUTIES/ RESPONSIBILITIES

- Compile accounting data and review it for accuracy.
- Data entry including but not limited to invoices, bills, expense reports, employee, and payroll data.
- Create various financial and accounting reports.
- Reconcile various general ledger accounts.
- Process payroll including but not limited to the collection and review of timesheets and the processing and payment of payroll and related payroll taxes.
- Process Accounts Payable checks.
- Transfer funds between different accounts.
- Provide basic clerical support including but not limited to answering phones, handling mail, and filing.
- Train employees in various areas including but not limited to the creation and submittal of expense reports and timesheets.
- Be familiar with a variety of accounting concepts, practices, procedures, and terminology as they relate to the field.

- Possess the ability to apply knowledge of these concepts, practices, procedures, and terminology to their tasks.
- Be familiar with Microsoft Office products, various automated accounting systems, and general office equipment operation.
- Possess strong communication, critical thinking, problem solving, and analytical skills.
- Possess sound judgment and decision making skills.
- Be able and willing to acquire new skills and strategies.
- Be able to keep job related information confidential.
- Other duties as assigned by their supervisor.