



POSITION DESCRIPTION

Job Title: Accounting Assistant

Status: Non-Exempt

Reports To: Controller

Cal-Waste Recovery Systems is looking for a part-time (<30 hrs/wk) accounting assistant. Cal-Waste is a premiere recycling and waste recovery company servicing the Sacramento, San Joaquin, and Calaveras County areas. Cal-Waste is a family-owned business **96 years strong**. Check us out at www.cal-waste.com.

POSITION SUMMARY

Reporting to the Controller, the accounting assistant's role involves guaranteeing precise and punctual handling of specific accounting duties on a daily basis. This position calls for strong teamwork and the ability to showcase the following skills and job attributes:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Sort, scan, and file Invoices
- Maintain electronic filing system
- Assist with weekly payment runs
- Maintain vendor files
- Reconcile statements
- File W9 and other 1099 vendor information for proper annual 1099/1096 reporting
- Rename and file any incoming miscellaneous documents as requested
- Assist with other various reports and projects as requested
- Other duties as assigned

QUALIFICATIONS, KNOWLEDGE, SKILL

- Enrolled in a relevant degree program such as Accounting, Finance, or Business Administration or demonstrable functionally-equivalent experience.
- Experience with Business Central is preferred.
- Experience with MS Office suite including Word, Excel and Outlook.
- Excellent customer service skills
- Strong organizational and time management skills
- Ability to multi-task in a confidential, fast-paced environment
- Ability to meet deadlines.
- Superior attention to detail.
- Self-motivated, work independently, and maintain good working relationships with vendors and coworkers.

SPECIFICATIONS

May be required to use the computer screen for extensive periods of time.
Extended working hours when necessary.

PAY RANGE: \$16 to \$20 per hour