



# Milwaukee Academy of Science

## Accounting Assistant

Reports To: Chief Financial Officer  
Department: Business Office  
FLSA Status: Exempt

### Accountability Objectives:

Under the direction of the Chief Financial Officer, the Accounting Assistant is responsible for overseeing the day-to-day business operations of the school.

### Essential Duties and Responsibilities:

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

- Processing invoices for payment.
- Complete monthly check run.
- Prepare deposits.
- Complete various journal entries.
- Account reconciliations.
- Researches and resolves reconciling items in a timely manner.
- Provides exceptional customer service.
- Backup for payroll processing.

### Required Skills & Qualifications

- High level of self-motivation and strong initiative.
- Able to maintain confidential information.
- Able to manage multiple projects and deadlines in a fast-paced environment.
- Able to work independently with minimal supervision.
- Strong judgement and decision making ability.
- Enjoy working with people and building relationships.
- Be able to adapt to a changing work environment.

### Preferred Skills & Qualifications

- 4 year degree in Accounting with 1 -2 years of accounting experience or equivalent combination of education and experience.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.