

Accounting Assistant

**Job Description**

Miracles In Sight seeks an energetic professional to join a fast-paced finance team. The accounting assistant performs many functions such as: preparing reports, performing aspects of accounts payable, accounts receivable, payroll, and participates in internal audits and the annual financial audit. This position reports to the Accounting Manager.

**Responsibilities**

* Enters bills and manages the approval for payment process
* Generates and sends invoices
* Responds to inquiries from distribution sites
* Generates reports
* Assists with month-end closeout of financial activities
* Reviews employee expense accounts
* Participates in audits
* Any and all other duties assigned by Accounting Manager

**Requirements**

* Training in bookkeeping
* Fast and accurate data entry skills
* Intermediate computer skills
* Knowledge of Microsoft Excel
* Proficient knowledge of Microsoft Word
* Ability to maintain focus and multi-task
* High level of organization, punctuality, meticulousness, and self-motivation
* Work independently on assigned tasks within a deadline structure
* Time management and goal-setting skills are a must

**Company Profile**

Miracles In Sight is one of the leading not-for-profit eye banks in the world. As such we provide excellent training and opportunities for growth. We offer a full and comprehensive benefits plan to include: Medical, Dental, Vision, Retirement, flexible hours, and paid vacation time among many others.