

Accounting Assistant

Van Beek Natural Science is looking for the perfect person to fulfill our current fulltime opening of Accounting Assistant in our Finance Department. As the Accounting Assistant you will support our Accounting team in such focused tasks as accounts payable, accounts receivable, working in spreadsheets, and general ledgers. The Accounting Assistant will work in exact details making accurate calculations, and will ensure that payments, amounts, and records are kept precise. Other duties that the Accounting Assistant will be responsible for include; assisting in reconciling accounts, maintaining detailed records, along with filing documents. A successful person serving in the role of Accounting Assistant will be detail-oriented, follow procedures methodically, and will possess high, quality standards.

Don't waste another minute doing something that doesn't satisfy. Van Beek offers a competitive benefits and compensation package, along with the opportunity to become part of a fun, fast-paced, and exciting culture.

Other requirements:

Associates Degree in Business Administration or equivalent

Good math skills

Attention to detail

Highly organized

Ability to handle sensitive and confidential information discreetly

Knowledge of basic bookkeeping procedures