

Accounting Assistant (Remote Position)

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$19.00 to \$22.00 hourly
Employment status: Contract / Temporary

Description

We are looking for a meticulous Accounting Assistant to join our team in Providence, Rhode Island. In this role, you will be responsible for providing support to our accounting department, including handling payroll, assisting with benefits administration for new employees, and performing data entry tasks. This role presents a long-term contract employment opportunity.

Responsibilities:

- Assist in payroll processes for various payment types including salaried, hourly, and faculty stipends
- Input data for new employee benefits
- Monitor and track time off for annual audits
- Utilize Excel for various tasks including creating pivot tables and performing VLOOKUP functions
- Participate in the ADP upgrade process
- Ensure customer credit records are accurate and up to date
- Exhibit strong attention to detail in all tasks
- Resolve customer inquiries related to their accounts
- Monitor customer accounts and take appropriate actions as needed
- Verify benefits for employees and maintain relevant records.

Requirements

- Proficiency in Microsoft Excel
- Demonstrated skills in data entry
- Experience with payroll management
- Familiarity with ADP - Payroll
- Ability to administer benefits
- Competence in verifying benefits
- Strong attention to detail and accuracy
- Excellent communication and interpersonal skills
- Ability to handle sensitive and confidential information
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Proven problem-solving abilities
- Knowledge of basic accounting principles
- Prior experience in a similar role would be an advantage.

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