

ADMINISTRATIVE ASSISTANT

GENERAL

- Work location: 1200 Priska Drive, Paso Robles, CA
- Full -time position, Non-exempt status

JOB DESCRIPTION

1. ACCOUNTING

- Assisting with Accounts Payable processing
- Monitoring accounts receivable and follow up
- Handling bank deposits, both remote and in branch
- Entering transactions in Quickbooks
- Maintaining J/E binders and A/P files
- Sorting and distributing accounting office mail
- Filing
- Answering phones
- Providing support on special projects and other duties as assigned

2. HUMAN RESOURCES

- Sorting/mailing bi -weekly payroll checks
- Preparing new hire folders, handbook and training documents

REQUIREMENTS

- Previous experience in bookkeeping and administrative support
- Strong computer skills including QuickBooks, Microsoft Office
- Efficient and detail oriented with exceptional organization and communication skills
- Flexibility in a dynamic work environment