



## Accounting Assistant

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### Job Summary:

KWA is looking motivated Accounting Assistant to work on a full-time basis with our Accounting Team. The Assistant will report directly to the Firm Controller. The ideal candidate is someone who works well in a team environment, has good organization skills, and is able to multitask in a fast-paced department. You will work with our accounting and support team and interact with various departments daily.

### Primary Responsibilities:

- Post daily customer payments
- Prepare and generate daily deposits
- Prepare and review the daily reporting of a primary client funds as per guidelines
- Assist with the reconciliation of client reports on a weekly basis
- Assist with additional assigned accounting tasks as time permits
- Able to maintain regular and consistent attendance at Firm worksite

### Requirements:

- Excellent computer and typing skills
- Attention to detail
- Ability to work with little supervision and self-motivated
- Ability to work in a fast paced department
- Good communication and writing skills

### Qualifications and Requirements:

- Education: High School Education
- Accounting Classes beneficial
- Working knowledge of Excel, Word, Outlook
- Travel: N/A

*Great work environment and attractive benefits package including health, dental, vision, disability, and life insurance, 401(k) Plan, paid holidays, paid volunteer time off, and generous paid time off (PTO) policy.*

***KWA IS AN EQUAL OPPORTUNITY EMPLOYER:*** Applicants are considered for positions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other consideration made unlawful by applicable federal, state or local law.