

# MAHOWALD

## INSURANCE AGENCY

Mahowald Insurance Agency is seeking to fill a part-time position for an Accounting Assistant to the Agency Controller. This position is required to perform a variety of assistive duties that encompasses clerical and financial assignments. Confidentiality is very important in this role.

### Required Education:

- High School or equivalent.

### Required Experience:

- Office or accounting assistant: 1 year +

### Major areas of responsibility:

- Electronic Filing – scanning and filing all payables and receivables for record retention.
- Accounts Receivable – Assists controller with processing commissions and communicates any outstanding items to appropriate service representative.
- Accounts Payable – Assists controller with processing payables.
- Assigned – Performs any other work as needed.

### Qualification Requirements:

- Strong working familiarity with Microsoft Office products and computer hardware.
- Ability to handle confidential information.
- High degree of organizational skills.
- Ability to prioritize and meet timelines.
- Strong written communication skills.
- Some accounting experience is desired.