

Accounting Assistant III

Location: San Antonio, TX

Position Type: Full- Time

Reporting To: Accounting Supervisor

RESPONSIBILITIES:

- Coordinate accounts payables (to include invoicing)/receivables for international/domestic operations
- Manage daily cash receipts
- Maintain orderly financial filing system
- Daily maintenance of reports and spreadsheets
- Execute statutory reporting as needed
- E-mail, fax, scan, and general office duties

Requirements:

- Interpret, Transcribe, and Communicate in German
- 3 to 5 years' experience in accounting
- Bachelor's Degree in accounting (preferred) or commensurate work experience
- Strong work ethic, the ability to multi-task in a fast-paced office, and technologically adept.
- Strong attention to detail
- Self-motivated and able to work unsupervised
- Ability to meet strict deadlines
- Must have strong written and verbal skills
- Highly organized
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Ability to stay focused and work well in a small office environment