

**Little River Inn  
Position Description**

**Position Title: Accounting Assistant**  
**FLSA Status: Hourly**  
**Revised: 1/25/2022**

**Department: Admin / Finance**  
**Reports to: Accounting Manager**

**Position Summary:**

Performs a variety of financial, administrative, payroll, and clerical duties in support of the Finance and other departments as assigned.

**Principle Job Duties:**

1. Finance (a)
  - a. Complete daily bank reconciliation and deposits, and audits of cashier reconciliation for all on property POS Systems.
  - b. Analyze, report, and reconcile inaccuracies and variances in assigned accounts.
  - c. Process AP to ensure timely and accurate posting and processing of AP.
  - d. Provide technical and data processing support for general ledger transactions
  
2. Admin
  - a. Provide clerical and administrative support to the Sales/Events and Administration departments as delegated.
  - b. Provide general clerical and interdepartmental support when necessary.

**Qualifications**

1. Experience with basic financial accounting practices
2. Proficient use of computerized and paper data information systems and software (e.g. MS Excel, data based information, electronic/paper communication, etc.)
3. Proficient use of standard office equipment (computers, fax, telephone, photocopier, etc.)
4. Experience and clear understanding of accounting practices and principles
5. Strong clerical, organizational, and communication skills

## LITTLE RIVER INN

### PHYSICAL/ENVIRONMENTAL JOB REQUIREMENT LIST

Job Title: Office Assistant		Hrs. Worked Per Shift 4 hours		Hrs Worked per Week 20 hours				
Description of duties: Performs a variety of financial, administrative, and clerical duties in support of the Finance and Administration departments								
Activity	Never (0 hrs)	Occasionally <3hrs	Frequently 3 to 6hrs	Constantly 6 to 8 hrs				
Standing		X						
Sitting			X					
Walking		X						
Bending at waist		X						
Squatting		X						
Climbing		X						
Kneeling		X						
Crawling		X						
Twisting at Waist		X						
Hand use grasping		X						
Reaching above shoulder		X						
Pushing/Pulling		X						
	<b>Lifting Requirements</b>			<b>Carrying Requirements</b>				
Lbs	0 hrs	0to3 hrs	3-6 hrs	6 to 8 hrs	0 hrs	0 to 3 hrs	3 to 6 hrs	6 to 8 hrs
0-10 lbs			X				X	
11-25 lbs			X			X		
26-50 lbs		X			X			
51 –75 lbs	X				X			
75-100 lbs	X				X			
<b>Environmental Factors</b>								
Factor or Task		Yes	No	Describe				
Driving Cars or other equipment		X		May operate Inn vehicles				
Walking on uneven ground		X		Paved pathways and steep hills				
Climbing Stairs		X						
Exposure to excessive noise			X	Exposure as would be expected in the Hospitality Industry				
Exposure to Temp extremes			X					
Exposure to dust, gas, chemicals or substances			X					
Use of special protective equipment			X					

Comments:

I have read and understand the job duties and responsibilities and can perform them:

\_\_\_\_\_ without accommodation    \_\_\_\_\_ with the following reasonable accommodations

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date