Consolidated Business Services (CBS) has an opening for a part time **Accounting Assistant.**

First in the West, only second in the nation. CBS provides a unique opportunity to partner with a variety of telecommunication companies to deliver personalized services.

The primary purpose of this position is: Responsible for performing a variety of administrative and clerical tasks to support accounting staff. The position is 24 hours a week; Tuesday, Wednesday, Thursday 8:00am to 4:30pm.

JOB DUTIES AND RESPONSIBILITIES:

- Perform basic data entry for various accounting modules.
- Help process accounts payable including; enter invoices into the computer system from source documents, edit and reconcile the work, process and mail checks, complete filing. Need to be familiar with account codes.
- Obtain/prepare appropriate backup and prepare miscellaneous AR invoices.
- Routine trips to client companies to pick up/deliver intercompany mail and other items; other errands as needed.
- Coordination CBS company events at direction of supervisor.
- Maintain supplies by; checking stock to determine inventory levels, anticipate requirements, place orders, verify receipt, stock items. This includes client company envelopes and letterhead.
- Forward information by; daily mail run to post office, receiving and distributing communications, collecting and mailing correspondence, and copying or scanning information.
- Prepare and physically make bank deposits.
- Provide backup to other staff members.
- Performs other job duties and responsibilities as required to fulfill job functions or as assigned.

JOB REQUIREMENTS:

- Minimum one year administrative support and/or accounting experience highly desirable.
- Proficient with basic word processing and spreadsheet applications.
- Excellent organizational, interpersonal and communication skills.
- Must be detail oriented and have the ability to complete work accurately..
- Excellent listening, written, and verbal communication skills.

We are a drug free company and offer a generous benefits package. Applicants must possess and maintain a valid Oregon driver's license and a clean driving record.

The CBS team is committed to; Collaboration- We will foster a genuine and respectful workplace where everyone feels valued and acknowledge. **Balance** – We will grow together through strong relationships with each other and our partners. **Service-** We will encourage an environment of innovative thinking and create efficiencies to deliver outstanding service to our partners. If you are a qualified candidate, share our values and would like to join the CBS team please submit your resume by email to jobs@cbsoregon.com or fax 503-263-9399. For more information about us, please visit http://cbsoregon.com/