



Job Title:	Administrative Assistant	Location:	Mount Vernon, WA
Hourly:	\$40,000 Annual	Position Type:	Full Time; Exempt
		Date Posted:	04.22.19
Reports To:	Business and Operations Manager	Posting Expires:	05.22.19
Applications Accepted By:			

EMAIL: julie@coachcorral.com Subject Line: Administrative Assistant	MAIL: Julie Davis Coach Corral, Inc. 3906 Cedardale Mount Vernon, WA 98274
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<p>Job Description</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> ● Provides accounting and clerical support to the Business & Operations Manager ● Prepares and maintains accounting documents and records ● Performs accounts payable functions ● Assists with other accounting projects in the office ● Requests and processes documentation for new vendors ● Prepares and gains approval for purchase orders ● Prepares and enters deposits ● Pays property taxes ● Greets customers and answers incoming calls ● Processes and scans documents <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>2-year degree in business or accounting or equivalent work experience</p> <p>PREFERRED SKILLS</p> <p>Highly organized Detail oriented Punctual Committed Personable Friendly Ability to multi-task 10 Key Keyboarding proficiency</p>
