



## ACCOUNTING & ADMINISTRATIVE ASSISTANT

Un/common is a creatively-driven, full-service ad agency based in Sacramento, CA. Our services include Strategic Planning, Branding, Creative, Media Planning & Buying, Social Media and Digital ideas that use any combination of the above to connect with consumers and create results for our clients. Our clients include California State Fair, Hinode Rice, the Sacramento Kings, Golden 1 Center and the State of California, among others.

### *Job Summary:*

We are currently hiring for a part-time or full-time Accounting & Administrative Assistant position to assist with all duties related to accounts receivable, accounts payable, human resources and general office management. Prospective applicants should be detail-oriented, accurate, well organized with the ability to multi-task. Must have working knowledge of basic accounting functions.

### *Duties*

- Responsible for the overall data entry in the Accounting Department
- Accounts payable processing
- Process client billings
- Preparing deposits and record client checks
- Print and mail checks
- File vendor payables
- Update budget spreadsheets
- Perform other related duties as assigned

### *Experience*

- 1+ years accounting or administrative experience
- Basic knowledge of accounting and financial principles
- Proficient in computer software programs, such as Microsoft Office applications
- Knowledge of Advantage software a plus
- Salary Range \$15 - \$18