



# Our Fort Worth office is looking for an Accounting Assistant

Cotten Schmidt, L.L.P. – Fort Worth, Texas, United States

The ideal candidate will be responsible for performing accounting and administrative duties. You will support our business growth and accounting department by processing invoices, transactions, expenses as well as updating our accounting database. This position will give you the opportunity to grow your accounting knowledge and experience.

## Responsibilities

- Process invoices and daily transactions and expenses
- Perform administrative support functions
- Update and maintain accounting database with data entry and reports
- Handle day-to-day accounting duties including Accounts Receivable, Accounts Payable, and payroll

## Qualifications

- Bachelor's Degree in Accounting or a related field of study preferred
- 1-3 years of experience working in Accounting
- Strong written and verbal communication skills
- Highly detail-oriented

## Employment type

- 30 hours per week, benefits included

Please send your application to Rebecca A. Salazar at [rsalazar@cottenschmidt.com](mailto:rsalazar@cottenschmidt.com).

Fort Worth, December 6, 2019