

Financial Administrative Assistant - Part Time

Solo Group Management/ Bencotto & Monello Restaurants - San Diego, CA

It is a part-time position for 2 restaurants in Little Italy.

Processes and/or oversees the processing of financial/business forms.

Works closely with Owner to ensure smooth operation of all finance matters

Must have at least 5 years of experience.

- Matching invoices to statements and purchase orders to invoices
- Input accounting data into the accounting system with speed and accuracy
- Assist in the production of financial statements and applications, preparation of spreadsheets, reports and correspondence as required
- Plan, organise and manage own workload to ensure your contribution to the company's monthly financial reporting process is achieved in a timely and accurate manner
- Ensure swift payment of invoices
- Checks, corrects and maintains a variety of financial and other business records and documents.
- Prepares or assists in preparing various financial or administrative reports.

Salary: \$18,000.00 /year

Required experience:

- Senior: 5 years

For more information or to apply, go here:

<http://www.indeed.com/viewjob?cmp=Solo-Group-Management%2F-Bencotto-%26-Monello-Restaurants&t=Financial+Administrative+Assistant&jk=336f41d420c9a5cc>