



Administrative Assistant

We are looking for an Administrative Assistant to join our firm. As an Administrative Assistant, you will be responsible for providing outstanding client service. Our firm provides competitive compensation, benefits, a wellness initiative, and a strong career path for high performing professionals.

Responsibilities:

- Providing administrative support such as filing, copying, faxing, answering phone calls, keying, filing, word processing, and scanning for staff and partners
- Communicating written and verbal responses on behalf of client, staff, and partners
- Assisting with day-to-day processes within the office
- Working independently and with others on projects as needed
- Assembling of tax returns
- Maintaining and distributing Tax Return Due Date Tracking which includes communicating with partners, managers and staff regarding work status. Billing preparation/accounts receivable support.
- E-file duties
- Front desk coverage as needed
- Mail distribution

Qualifications:

- Bachelor's degree preferred
- 2+ years in an administrative capacity with Tax Operations preferred
- Excellent phone manner with a customer service attitude
- Strong spelling, grammar and math skills
- Strong verbal and communication skills
- Intermediate to Advanced proficiency with all Microsoft applications (especially Excel)
- Ability to handle driven deadlines and work in a high paced demanding environment
- Strong attention to detail with precise follow-through
- Must be able to work independently
- Calm under pressure with a common sense and flexible approach to situations
- Basic understanding of accounting and/or its environments is a plus
- Flexibility to work additional hours for Busy Season (January-April)

What we offer:

- Competitive Base Salary
- Employer Contribution to Medical and Disability Insurance, and 401(k) plan
- Access to group Dental and Vision Insurance
- Generous Paid Time off
- Summer Friday afternoons office closed
- Ability to work in a growing, dynamic, flexible firm that values your unique contribution