

Administrative Assistant Superstar Wanted - Public Accounting Firm

If you have a minimum 3-5 years' experience and consider yourself a superstar, we want to hear from you. You must enjoy taking care of every small detail for clients and staff. You must appear and sound professional.

This position involves assisting staff and helping staff being more efficient and effective. You will be responsible for taking all administrative tasks off of the professional staff's plate.

This position involves both administrative tasks and reception.

Fox Valley CPAs has a superb reputation and needs real stars to serve a very busy practice located in Appleton. We have established a strong client base, and we continue to expand. Fox Valley CPAs specializes in providing customized services to small businesses. We are well organized and efficient while delivering client service with a very personal touch.

This is a full-time position, additional hours are required during the tax season. You must be able to work independently and demonstrate self-starter behavior.

Your responsibilities will include the following:

- Interacting directly with clients
- Processing all work product of the firm including accounting and tax services.
- Daily facilities management including everything from office supplies to changing lightbulbs.
- Ensuring the office is presentable to clients at all times.
- Maintaining the firm's client directories and maintaining all information in Outlook.
- Installing and updating various software to staff workstations.
- Billing customers and entering customer payments
- Entering and paying bills.
- Preparing excel spreadsheets for various firm reports.
- Maintaining firm social media.

Minimum Education and Experience Requirements

- 2 Year Technical Degree
- Minimum 3 years administrative experience

Candidate Qualities and Qualifications:

- Strong ethics and integrity
- Passionate about helping clients
- Exceptional client service standards
- Strong written and verbal communication skills
- Ability to manage jobs to completion
- Excellent analytical skills
- Enjoy problem solving
- Enjoy feeling proud of the organization you represent
- Proficient in Word and Excel