

Administrative Assistant - Full time

Job Description

Responsible for general administrative duties for a public accounting firm.

Task and Responsibilities:

Support the office manager and accounting team

Assist in answering phones, filing, scanning of workpapers and misc. documents

Process tax, TX Franchise, payroll returns and financial statements

Assist with audit confirmation mail outs as well as marketing mail outs

Assist with company events and other marketing activities

Enter client charges, assist with billing, make collection calls and mail client invoices

Record and take deposits to the bank on a daily basis

Backup the Office Manager while on vacation, sick or out on appointments

The Person

Ability to analyze and prioritize tasks.

Excellent verbal and written communication skills are required.

Minimum Job Qualifications:

3 years experience

Good telephone skills, strong computer skills (MS Office)

Good organization, planning, listening, professionalism skills and able to work well under pressure

Strong work ethics

Team player to work effectively with all people within the organization

Ability to work well with minimal direct supervision

Flexibility on working weekends during our busiest time of year, March, April and possibly in October is required.

Hours - 9:00 - 6:00 p.m. Monday - Friday

Compensation: Based on experience

Company Benefits: Medical Insurance, 401(k) after 1 year, free covered parking

Please email your resume to info@griffing.com.