

# Accounts Receivable/Tax Project Administrator



Certified Public Accountants :: Business Advisors

Louis Plung & Company is seeking a qualified candidate to cover maternity leave within our accounts receivable/tax department. This position will be responsible for accounts receivable duties as well as tax project tracking and administration. This is a 40 hour per week position for approximately 3-4 months, with the possibility of permanent placement. The start date is anticipated between January or February 2019; flexibility on start date.

## Responsibilities of Position:

- Handle all firm accounts receivable duties including invoicing clients, generating draft invoices and submitting to partner/manager for approval. Once approved, finalize and post invoices and mail to client
- Make edits to invoices upon request
- Run WIP (work-in-progress) reports and other reports within CCH Access and export to either PDF or excel format upon request
- Produce monthly accounts receivable statements for any open balances
- Perform monthly automatic billing and fixed fee billings
- Maintain prior year fees/invoices in order to assist in drafting current year invoices
- File and maintain copies of all invoices, statements, and checks deposited
- Enter deposits into CCH Access
- Maintain Workstream projects within CCH Access and keep their status current. Includes updating tax preparer and reviewer assignments and making adjustments to these assignments
- Input updates to projects within CCH Access Workstream, including adding new clients and adding new projects. Maintain client information such as address, emails, date acquired, updating inactive clients, etc
- Provide general training on CCH Access Workstream software
- E-file tax returns, which includes releasing client returns for e-file after receiving authorization forms back either via mail or e-mail
- Monitor email for e-file authorization forms
- Track released tax returns and monitor for rejections and acceptance

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## Responsibilities of Position Continued:

- Scan all e-file authorization forms into CCH Document for future reference
- Perform general administrative duties such as answering phones, posting mail, client scanning, copying, typing, binding documents, and any other tasks assigned by Tax Managers or Partners
- Put in weekly office supply order
- Attend weekly Tax Manager meetings
- During tax season, responsible for return tracking, including updates to preparer/reviewer, monitor tax return status, and tax workflow in general
- Prepare all zero tax due extensions and release e-file extensions
- Other accounts receivable, administrative, and tax duties as assigned

## Minimum Qualifications:

- Bachelor's degree required; prefer accounting and finance majors
- At least 1 year of accounts receivable or accounting experience, preferably for a CPA firm
- Prefer some experience with accounts receivable/accounting software; and comfort and ease with learning new software programs. Experience with tax returns and any tax return software preferred, but not required
- Intermediate to advanced skills in Microsoft Office software, specifically, Excel, Word, and Outlook. Must be able to export and reformat report formats within Excel. Also create Excel spreadsheets based on Partner/Manager requests
- Ability to work independently and effectively in a changing, fast-paced environment
- Possess and exude a positive attitude, and ability to multi-task and prioritize tasks effectively
- Possess effective written and oral communications skills, organizational and interpersonal skills
- Familiarity with Adobe Acrobat and PDF format, organizing and combining PDF files as needed
- Ability to handle highly sensitive and confidential information with discretion

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## Benefits:

- Summer Hours Schedule: Reduced workweek to 36 hours max per week, which can be compressed into 4 days, allowing for 1 day off each week; from Memorial Day to Labor Day
- Great culture driven by firm's value of quality of life, exemplary character, and superior quality of service
- Individual attention to growth and career development for our employees informally and through mentor program

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## To Apply:

If interested in applying, please fill out the form located on [www.louisplung.com/careers](http://www.louisplung.com/careers)

**OR**

Send your resume to [hr@louisplung.com](mailto:hr@louisplung.com)