

Audit Administrative Assistant



Certified Public Accountants :: Business Advisors

We currently have a need for an Administrative Assistant with 4+ years of experience in a typing role for an accounting or professional services firm. The Administrative Assistant will be responsible for preparing, formatting, editing, and reviewing financial statements for both our Audit and Forensic Valuation Accounting departments. In addition to typing, formatting, and proofreading duties, other administrative duties will be required as well in support of Partners, Managers, and Staff.

Performance Expectations:

- General administrative support for Audit and Forensic Valuation Accounting Team including preparing, typing, formatting, editing, printing, binding, mailing, scanning documentation for Partners, Managers and staff within the Audit and Forensic Accounting Departments
- Format, edit, and review report documents with multiple pages and ensure header/footer accuracy/consistency throughout report
- Assume full responsibility for final proofreading of all documentation ensuring the accuracy and formatting consistency of the financial statements
- Complete word processing and miscellaneous administrative tasks with accuracy within assigned deadlines
- Input and document revisions from handwritten, typed, converted, or scanned materials
- Ensure all documents conform to formats, styles and standards set by the Firm
- Complete tasks assigned to them by Audit and Forensic Valuation Team
- Prepare reports including typing, formatting, printing, binding
- Support staff for other departments including Administration
- PowerPoint presentation set up, formatting, typing
- Continuing Education Credit tracking
- Conference Call set up
- Answering Phones
- Setting up meetings, gathering and preparing agendas and other materials
- Ordering office supplies, paper, computer ink
- Develop efficient work habits - work must be accurate, organized and prompt
- Practice effective communication when completing all tasks
- Maintain the confidentiality of the firm
- Behave professionally
- Follow the firm's procedures and comply with the policies outlined in the personnel manual

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Education, Experience and Skills Required:

- Proficient computer skills in MS Office – Including Excel, Word, PowerPoint, Outlook
- Bachelor's degree preferred; high school diploma required
- Four plus years of experience in a typist/word processing role within the accounting or financial services arena
- Strong proofreading skills
- Excellent typing skills, 65+ words per minute
- Ability to prioritize multiple assignments and meet deadlines
- Ability to maintain professional demeanor in a fast-paced, deadline-oriented environment
- Advanced proficiency in the use of Microsoft Office Suite. Advanced Excel, Word, and PowerPoint proficiency required. Requires familiarity with advanced embedding skills in Microsoft Excel; working with Tables/Graphs, Tables of Content, and Styles in Microsoft Word and ability to create creative PowerPoint presentations
- Excellent verbal and written communication and problem-solving skills
- Demonstrates a willingness to learn and expand one's word processing and financial statement knowledge and accounting expertise
- Ability to work independently; is self-directed, results-oriented, and demonstrates initiative

Working Conditions:

- Occasional overtime work required throughout the year
- Minimal Safety Hazards: General office working conditions

This job description does not list all the duties of the job. You may be asked by partners, managers or seniors to perform other instructions and duties. You will be evaluated in part based upon your performance of the tasks listed in this job description.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

To Apply:

If interested in applying, please fill out the form found on www.louisplung.com/careers

OR

Send your resume to hr@louisplung.com