



Chamberlain | Ott, CPAs
421 Broad Street, Lake Geneva, WI 53147
(262) 249-1100

JOB DESCRIPTION

Administrative Assistant for Accounting Firm (PT to FT)

Job Summary:

The Administrative Assistant will provide a variety of general office duties with focus on scanning and preparing tax documents and filing. This position will start part-time (10 to 20 hours/week with flexibility) with the potential to go full-time after 90-day evaluation.

Duties/Responsibilities:

- Scans tax documents and pull files for tax preparation.
- Maintains filing systems as assigned.
- Retrieves information as requested from records, email, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Assists with answering and transferring phone calls, screening when necessary.
- Maintains office supplies and coordinates maintenance of office equipment.
- Supports other office staff and related office duties.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite, experience with QuickBooks a plus.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.

Education and Experience:

- Associates degree preferred but not required.
- Two or more years of experience in an administrative role.

Apply:

- For more information email gotte@cchcpas.com or call our office at 262-249-1100
- To apply, email resume to gotte@cchcpas.com by January 31, 2022