



## ADMINISTRATIVE PROFESSIONAL JOB DESCRIPTION

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We are a small business, tax, and accounting consulting firm in the Greenway Plaza area and are seeking to fill a part-time administrative assistant position from 9-4 with a 1 hour lunch break, equaling 30 hours per week.

Akountus is the perfect place for anyone wanting to work closely with clients, individuals and businesses alike, to help them address and resolve many of their most complicated tax, accounting, and financial issues and goals therein. Because we are a growing firm, our size in clientele and staff is expanding every year to meet the market demands for our services. Everyone's job here is important, bearing the responsibility of a variety of challenging and fulfilling work; no one here does just 'one thing,' making for a most interesting exposure of work at the end of the day. Moreover, we hold ourselves to very high work and ethical standards so that excellence in our products and services is delivered.

The candidates must possess prerequisites as follows:

- Proficiency in Microsoft Office Word and Excel;
- Proficiency in quality control for scanning documents, labeling and filing them properly;
- Must have a good memory;
- Candidates should keep excellent health to handle various deadlines and projects;
- Must be organized;
- Eye for detail and a high regard for quality;
- Ability to multi-task and work quickly;
- Work well with others;
- Open to learning new things and take direction well;
- Coordinate with Senior accountant on client open items;
- Follow-up with clients on firm billing;
- Follow-up with clients regarding the open items on a weekly basis;
- Ability to properly maneuver through Windows network environment and obtain data from networked directories to retrieve client data and send to clients when needed;
- Analyze and update various inventories of accounting client data on a weekly and monthly basis;
- Good organization and time management skills;
- Good knowledge of standard office procedures (i.e. filing, processing tax returns and other important documents, postage and mailing procedures, saving documents to the network directory and name then appropriately, etc.);
- Data entry skills, as some will be required for accounting and tax data to be input into accounting and tax programs;
- Calendar scheduling skills;
- Some basic accounting knowledge;
- Enthusiasm for getting things done;

- Familiarity and prior experience in administrative job/function for at least 6 months before applying for this position;
- Professional and friendly communications skills for oral, written, and face-to-face interaction with clients; and
- Professional front –office appearance in dress attire.

The starting hourly rate is \$13-16 per hour, depending on experience.

All résumés should be emailed to info @akountus.com – no faxed résumés will be accepted.