



Administrative Assistant – Tax Department

This is a part time position to start (February – April) going full time after training is complete.

US

We are a small accounting firm in Durango, Colorado providing the services you would expect from a much larger firm. We perform audits and reviews, prepare taxes (for individuals and businesses), do bookkeeping, and are always available for consultation for a diverse group of clients.

We will never be described as “techies” but rely on technology to do our jobs efficiently. We use a plethora of software packages to handle various tasks including Lacerte, Engagement, and MS Office (Word, Excel, and Outlook).

We get through busy season with a catered breakfast on Wednesdays and get together to blow off steam on Friday’s. Fun is no stranger to the office, and we throw several parties throughout the year as a thank you to our staff. Birthdays are celebrated with cake, and being born in August or September will give you an advantage.

YOU

Have a positive attitude and are willing to work. This is not the job for you if you are not used to a fast pace with multiple distractions. The ability to leap tall buildings in a single bound, while juggling multiple client calls and maintaining a positive attitude is a plus.

Requirements:

- Minimum 5+ years administrative/office management experience; previous experience in a professional services firm or Accounting firm preferred;
- Excellent organizational and interpersonal skills;
- Intermediate to advanced skills using MS Word, MS Excel and MS Outlook (Office 2007 preferable);
- Demonstrated ability to manage multiple tasks simultaneously;
- Strong written and verbal communication skills;
- Demonstrated customer focus;
- Ability to work in a fast-paced environment and meet deadlines;
- Flexibility in work schedule, available to work overtime as needed, and have excellent attendance and punctuality record. Saturday hours may be required Jan thru April (Tax Season) and September thru October;
- Demonstrated team player with a **positive attitude**.

Job Duties:

- Serving as a first point of contact for incoming calls; providing general information to callers, taking messages, and/or transferring calls to appropriate individuals; and answering general client inquiries, as appropriate;
- Maintaining monthly due date calendar;
- Processing and filing of extensions;
- Assembling tax returns;
- Processing W-2's and 1099's;
- Typing any necessary documents or correspondence. Composing basic transmittal letters, etc.;
- Using computer applications, including but not limited to Word, Excel, PowerPoint, Outlook, Lacerte, etc.;
- Maintaining contacts and mail lists;
- Setting appointments and maintaining Outlook calendars for those supported;
- Printing client billing reports and other related billing reports;
- Responsible for all outgoing mail and couriers needed;
- Collecting, routing, and opening incoming mail as appropriate;
- Assisting the team with daily workflow;
- Scheduling team/departmental meetings;
- Maintaining files and the file room;
- Performing other duties as assigned.

Seriously, we are looking for someone who will fit in, sincerely enjoys working with people, has a positive outlook on life and wants to learn a lot of new stuff. This is an entry level position with a lot of upside.

This position will be part-time to start (February – April), going full-time after training is complete.

Send us your resume (gjohnson@durangocpas.com) and someone here will call to make an appointment to meet (assuming you make the cut). Attach a cover page if you wish. Creativity is a plus.