

Job Title: Administrative Assistant

FLSA Status: Non-Exempt

Department: Administration

Reports To: Tax Partner (Directly), Partners (Indirectly) and Firm Administrator (Directly)

Starting Pay: starting \$25/hour

Benefits: Full range of benefits including paid holidays/time off, health/life insurance & retirement.

Summary: This position is responsible for providing office support by implementing administrative systems, procedures, and monitoring administrative projects. This position is also responsible for serving visitors by greeting, welcoming, and directing them, notifying team members of visitor arrival, and maintaining front office.

Essential Duties:

- Responsible for prompt completion of tax work.
- Responsible for the flow of operations and collation of tax returns.
- Responsible for e-filing all completed tax returns and extensions.
- Maintain and provide accurate and current tax client statuses to tax team.
- Prepare finalized financial statements to audit clients.
- Coordinate flow of work and status each day relative to overall administrative support.
- Occasionally prepare and maintain internal and external correspondence for assigned team.
- Attend team meetings when necessary and follow up on action items.
- Maintain calendars for assigned partners and team members.
- Write and maintain procedures for position responsibilities.
- Order supplies following policy, receive incoming orders, inspect them for accuracy against purchase order, prepare and forward receipt/packing list to accounts payable and stock inventory.
- Welcome visitors by greeting them in person or on the telephone and answering or referring inquiries.
- Direct visitors as needed and provide visitors with refreshments as requested.
- Maintain janitorial and refreshment supplies.
- Serve as interface with telephone provider for moves/changes.
- Maintain employee telephone directory.
- Distribute copies and faxes.
- Maintain upkeep of lobby, including but not limited to, neatness, decorations, magazines, papers, etc.
- Expedite mail operation, including mail processing and preparation for delivery and pick up, including maintenance of outgoing mail logs, overnight letters, and courier services.
- Pick up mail at post office weekly.
- Drop off mail at post office box daily.
- Mail distribution in accordance with established procedures.
- Maintain electronic documentation.
- Set up, input and maintain new client information.
- Insure that New Clients paper work has been completed and follow up on any missing account information.
- Return toners following established procedures.
- File tax and audit files daily.
- Stock copiers with paper daily.

- Perform general administrative functions & clerical duties, including, but not limited to, filing, faxing, copying, typing, proof-reading, correspondence, ordering, scanning, etc.

Job Qualifications:

- Associates degree in Accounting or Business preferred and three to five years of progressive administrative experience, or some combination of education and experience.
- Proficient computer skills and ability relative to Microsoft Office Suite, Adobe Acrobat, spreadsheets, tax preparation software, trial balance software, time entry, word processing and internet research.
- Strong interpersonal skills.
- Effective written and verbal communication skills.
- Accurate, organized, and timely work habits.
- Ability to remain composed in stressful environment.
- Able to work effectively with partners, staff members, and clients.

Essential duties of all administrative team members:

- Conduct oneself in a professional manner at all times.
- Respond to existing client inquiries and requests within one business day.
- Complete assigned tasks within the time requested.
- Follow Firm procedures as outlined in employee handbook.
- Maintain confidentiality of the firm and its clients at all times.
- Maintain regular attendance and punctuality.
- Maintain accurate and timely records of hours worked.
- Possess and articulate a general understanding of various services the firm provides to current and prospective clients.
- Support other teams as needed.
- All other duties as assigned by management.

Every employee works for FredrickZink & Associates, PC, not for any particular supervisor or department. Accordingly, employees are expected to act in the best interest of the company, even if doing so requires actions or responsibilities not listed in the above job description.

In compliance with the Colorado Equal Pay Act, Compensation Differentials for this position are based on education, experience, and training, as well as FZA's seniority and merit systems.