

**Job Summary:**

The Administrative Assistant facilitates the efficient operation of the Tax department by performing a variety of clerical and administrative tasks.

Compensation Range: \$20.00- \$23.00/ hour

**Duties/Responsibilities:**

- Coordinating the assembly and processing of tax returns for shipment to client in a timely manner.
- Electronically processing and assembling completed tax returns and related reports and updating the firms tracking system.
- Scan and submit all documents for individual tax clients, log client into our tracking software, add budget and forward to tax staff for preparation, post all processing and fees to the time and billing software.
- Backup for electronically filing tax returns and monitor e-file status.
- Prepare hard copy and digital Organizers and Engagement Letters for delivery to clients.
- Maintains filing systems as assigned.
- Responds to and resolves administrative inquiries and questions.
- Performs other related duties as assigned.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent administrative and computer skills with ability to print, collate and assemble documents, electronically and physically.
- Proficient in Microsoft Office Suite or related software. Proficient in CCH Access a plus but not required.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.
- Dependable, reliable, and a strong attention to detail with the ability to self-review.

**Education and Experience:**

- High school diploma, accounting experience a plus but not required.
- Two years of experience in an administrative role.
- Prior experience with tax returns not required, but is a plus.

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- May require some standing for periods of time.
- Must be able to lift up to 25 pounds at times.
- Ability to work overtime (evenings and weekends) as needed.
- Position is hybrid- remote and work from the office.

Please [apply online](#) or submit your resume in confidence to Tricia Sherwood, Partner:

[tsherwood@fustcharles.com](mailto:tsherwood@fustcharles.com)

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\*By submitting your resume, transcript and other pertinent information, you authorize FustCharles LLP to share said information with firm personnel involved in recruiting and, specifically, those who participate in your interview, should one take place.\*