



## **ADMINISTRATIVE ASSISTANT**

Mann Weitz & Associates LLC (MWA) is a Deerfield, IL based accounting and advisory firm providing audit, tax, accounting and consulting services to individuals and businesses in a variety of industries. Our client base includes high net worth individuals, professional service firms, nonprofit organizations and for profit businesses. We know that our staff is our most valuable asset and we strive to ensure that each person achieves the work/life balance he or she aspires to.

We are currently seeking a full-time administrative assistant to join our valued support team in Deerfield, IL.

### **QUALIFICATIONS AND SKILLS**

- Strong technology knowledge, including proficiency in Microsoft Word, Excel, Adobe Acrobat and ability to learn software for firm management and document storage
- Excellent organizational skills and follow through
- Ability to balance multiple priorities in a fast-paced environment
- Is a supportive team member
- Responds promptly to staff members and clients
- Strong written and verbal communication skills
- Has a strong work ethic, along with a desire for a career in administration
- Ability to be resourceful and proactively solve problems and issues
- Treats others with respect and kindness
- Post-secondary education with a focus on administrative skills preferred
- Administrative experience at a CPA firm a plus

### **RESPONSIBILITIES**

- Provide administrative support to the tax and audit departments staff
- Produce financial statements and related documents ensuring proper alignment, typeset and page formatting
- Process confirmations
- Assist in preparation of correspondence including engagement letters, extensions and proposals
- Manage and monitor the project tracking system
- Tax return assembly and scanning of tax material
- Processing and monitoring status of electronically filed returns and extension
- Provide administrative support for the recruiting process, social media/website and implementation of staff activities
- Assist the Office Manager with delegated tasks such as billing, licensing, supplies and filing
- Be involved in a variety of support staff responsibilities
- Be generally helpful, as various administrative needs arise by providing timely assistance to staff, allowing their work to continue efficiently

**Interested applicants should email their resume to [info@mwa.cpa](mailto:info@mwa.cpa).**