

AUDIT DEPARTMENT ADMINISTRATOR

POSITION SUMMARY

Our busy, nonprofit-focused CPA firm is looking for a professional and enthusiastic person who enjoys the challenge of handling multiple tasks and responsibilities. This person must be organized, detail oriented, intrepid, analytical and able to prioritize tasks, plus be able to work independently as well as part of a team

Under the supervision of the Audit Partner, the Audit Department Administrator will provide high quality administrative support to the audit department including a significant amount of client interaction, process management, due date tracking, document management, document proofing, process improvements and other departmental duties as assigned.

ESSENTIAL RESPONSIBILITIES

- Firm wide and departmental administrative support, working with multiple departments and partners on a range of duties
- Maintain departmental calendar and Outlook calendars, track due date and project status, coordinating with client and internal personnel
- Proofread and format client financial statements as well as internal and outgoing documents
- Maintain electronic and hard copy filing systems for departmental and general administration
- Provide administrative support for departmental meetings and trainings including: scheduling, agendas, and minutes

QUALIFICATIONS

- BA and 1-5 years progressively responsible experience in administrative field
- Interest in working with nonprofit organizations
- Excellent oral and written communication skills
- Proficient in Microsoft Office with advanced Word and Excel skills.
- General understanding of basic financial statements
- Ability to 10-key with speed and accuracy
- Highly flexible and positive in nature, able to manage multiple (or shifting) timelines and priorities
- Ability to use independent judgment and initiative to solve problems and manage projects
- Experience in supporting a leadership team

Compensation & Benefits

Jacobson Jarvis offers competitive compensation and benefits including, but not limited to:
Medical, dental and long and short term disability insurance
Profit sharing
Earned Time Off (ETO)
Continuing professional education

To Apply: Send resume and cover letter by email to careers@jjco.com.

Jacobson Jarvis is an Equal Opportunity Employer