

Job Description

Administrative Support Professional

Job Title:	Audit Department Administrator	Status:	Full-Time
Responsible To:	Audit Partners	Compensation :	\$42,000-\$47,000

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

Proofread and format client financial statements as well as internal and outgoing documents
Maintain departmental calendar and Outlook calendars, track due date and project status, coordinating with client and internal personnel
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
Firm wide and departmental administrative support, working with multiple departments and partners on a range of duties

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 HYPERLINK "mailto:careers@jjco.com"
careers@jjco.com.

An Equal Opportunity Employer:

Employees (and applicants) are treated without regard to race, creed, color, national origin, sex, sexual orientation, marital status, age, religion, or the presence of any sensory, mental or physical handicap.