



**JOHN A WAREKOIS**  
CERTIFIED PUBLIC ACCOUNTANT  
CPA LLC

**Job Title:** Administrative Professional

**Company:** John A Warekois CPA LLC

**Hours:** Monday to Friday

**Status:** Full-time/ Part-time/ Flexible Schedule

### **Overview**

The Administrative Professional provides excellent internal and external customer service by phone and in person as part of the Administrative Support Services team. Assists in scheduling client appointments and coordinating services. Works with clients to fill out paperwork, assists in explaining the range of services available to clients, and facilitates the data entry of clients' information into the company software.

To be successful in this position, the Administrative Professional must possess the following skills: Collaboration, Critical Thinking, Emotional Intelligence, Executive Presence, Growth Mindset, Intellectual Curiosity, and Results.

### **Responsibilities**

- Process client documents, track tax papers, prepare routine emails and written correspondence, and utilize a variety of computer programs.
- Provides clerical support to CPA members of the operations and administrative teams
- Develops knowledge of the firm's services; directs clients and callers to the appropriate team member.
- Answers and transfers phone calls, screening when necessary
- Welcomes and directs visitors and clients to the appropriate team member
- Reviewing, copying, collating, and assembling documents, making phone calls, etc.
- Maintains filing systems as assigned
- Retrieves information when requested from records, email, and other related documents; prepares written data when needed.
- Responds to and resolves administrative inquiries and questions.
- Coordinates and schedules travel, meetings, and appointments for staff.
- Prepares agendas and schedules for meetings.
- Maintains office supplies and coordinates maintenance of office equipment.
- Performs other related duties as assigned

### **Education and/or Experience:**

- High School Diploma/GED
- 2 years of experience in an administrative role

### **Required Skills and Abilities:**



**JOHN A WAREKOIS**  
CERTIFIED PUBLIC ACCOUNTANT  
CPA LLC

- Strong Computer Skills Required
- Ability to multitask in a fast-paced office environment with a high degree of flexibility required
- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Proficient in Microsoft Office Suite or related software
- Excellent organizational skills and attention to detail
- Basic understanding of clerical procedures and systems, such as recordkeeping and filing
- Ability to learn to use our Point of Sale (POS) system
- Ability to work independently and flexibly, under general supervision

**Desirable Skills Include**

We are looking for team members who are capable of handling sensitive and confidential information and conduct himself/herself with a professional attitude. Applicant must have the ability to work well, both independently and as part of a team, in a fast-paced environment, handling a high volume of work while maintaining quality and accuracy.

Our ideal candidate is authentic, diverse, considerate, dependable, and ethical. Works in a thoughtful and thorough manner. Members of the accounting department must possess strong computational and analytical skills.

Other necessary qualities include strong organizational skills with the ability to prioritize and manage time well, the ability to communicate effectively, both verbally and in writing, a problem-solving attitude, and the willingness to take initiative and exhibit resourcefulness.

**Benefits – After 90 days**

- Health Insurance
- Retirement Plan with Company Match
- Paid Time Off

**Other:**

- Professional Development Assistance
- Flexible Hours
- Casual Business Attire
- Incredible Place To Work!
- Office Snacks

If you require alternative methods of application or screening, you must approach the employer directly to request this, as Indeed is not responsible for the employer's application process.

We are an equal opportunity employer and consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.