

PI&CERELLI, GILSTEIN & COMPANY, LLP

Certified Public Accountants and Consultants

Office Administrator

CPA firm seeking an Office assistant to help firm operations. This person will be working in tandem with other support personnel. The ideal candidate will be someone who is confident in their skills, pays attention to detail, can manage their time well, and has a clear understanding of professional confidentiality.

Responsibilities:

- Interact directly with all levels of staff, including 3rd party professionals and vendors
- Answers phones and fields calls
- Welcomes clients (limited at this time)
- Prepares client correspondence
- Processes tax returns and financial statements
- Performs general office duties for partners and staff
- Assist with planning meetings for Partners
- Oversees miscellaneous projects as required.
- Schedules in-house continuing professional education for all staff and partners.

Note: This is an in-person position; duties cannot be performed virtually. The firm adheres to all COVID-19 state guidelines and safety precautions for their employees who are in the office.

Requirements:

- High school diploma but college education preferred
- 2-3 years secretarial experience
- Ability to multitask and hold accountable to deadlines and calendared events
- Strong verbal and written communication skills
- Excellent organization and execution skills
- Ability to multi-task and manage processes
- Have a working knowledge and aptitude for Microsoft Office
- Able to work with limited supervision
- Work overtime during busy season

The firm offers a comprehensive benefits package. Salary is commensurate with experience.

Application Instructions: please submit resume to hr@pgco.com

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, disability or protected veteran status.