

Administrative Assistant Job Description

Primary Objective of Position:

Responsible for handling all admin, clerical and other tasks assigned in a timely, efficient and professional manner. As a member of the A&A team, practices the team's mission and values in achieving the team's goals.

ESSENTIAL FUNCTIONS

Clerical

- Answer in coming calls
- Handle walk in clients, prospects, etc.
- Schedule and confirm all staffing appointments
- Make copies as needed of office documents to include all marketing materials
- Maintain office, tax filing and client labels
- Compile and order office supply as needed only after approval is granted
- Prepare all mail outs to include copying, stuffing, labeling, stamping, sealing, etc.
- check outgoing mail for accuracy, attach appropriate postage & transport to post office by noon each workday. Sort & distribute mail within the office.
- Filing as needed
- Compose letters as needed
- Bind bookwork and prepare for mailing as directed
- Print appropriate bookkeeping documents to PDF format
- Document all client conversations in the client's correspondence file on the server
- ALWAYS STORE ALL FILES ON THE SERVER!
- Register applicants for QuickBooks class and email info to ProAdvisor and Jackie Amerson
- Email marketing clips
- Maintain client addresses, phone numbers and email addresses
- Scanning docs as needed to edrawer or other files
- Find and utilize ways to cut costs and increase efficiency with in the office.
- Check and clear voice mail messages
- Maintain voice mail messaging & post office notices/sign to reflect current office hours and holiday schedules

Taxes

- Scan all tax docs with withholding to client's edrawer file.
- Pull (or make up for new clients) appropriate tax files
- Make up blue folders needed for tax returns
- Copy & assembly tax returns as needed to include attachment of appropriate envelopes
- E-file tax returns as appropriate, check acknowledgements, correct rejects and re-transmit, print checks
- Call clients with questions, to schedule appointments or for tax return pickup
- Print tax files to PDF format
- Maintain database with client password

Billing & Accounts Receivable

- Prepare & mail billing as needed for all outgoing work on QuickBooks for A&A. Include the monthly

- newsletter in with the billing mail out
- Prepare and mail billing monthly for EMW
- Prepare drafting template and draft client accounts as appropriate
- Payment receipts for A&A as well as EMW both manually and electronically
- Rent warehouses
- Maintain EMW gate codes on Excel
- Call and send letters as needed to keep A/R from getting older than 30 days
- Other duties as assigned

Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below represent minimum levels of knowledge, skills &/or ability necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work independently and also work well with others
- Ability to manage multiple projects and meet deadlines timely, efficiently and with 99% accuracy
- Excellent customer service skills
- Ability to effectively communicate verbally and in writing.
- One to two years office experience

**This description may be changed, corrected or modified at
anytime and without notice .**