

## **AUDIT ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

MW&A is a boutique CPA firm comprised of talented professionals who work to live, rather than live to work. Don't get us wrong, we absolutely love our clients and we are steadfastly committed to helping them grow and achieve their goals. That's a key reason we are so successful. In fact, our vision is to be large enough to provide clients with expert advice and leading edge solutions and small enough to provide them with the highest degree of personalized attention and service.

### **JOB SUMMARY**

The Audit Administrative Assistant primarily supports the Audit Practice Leader and Audit Practice staff members in providing outstanding client service. The Audit Admin also relieves the Audit staff members of as many administrative tasks as possible so they can focus on billable work.

### **RESPONSIBILITIES**

- Provide administrative support primarily to Audit Practice Leader and Audit Practice staff members as requested.
- Provide administrative support as requested by Administrative Partner and Office Manager.
- Treat Audit staff as internal clients and support them in providing outstanding client service.
- Assist Administrative Partner and Office Manager with managing and monitoring the due date tracking system.
- Greet visitors and callers in a friendly, confident and professional manner as part of shared receptionist responsibilities.
- Work as an effective team member to accurately complete projects and tasks, including:
  - Formatting and finalizing financial statements, governance letters and management letters.
  - Processing confirms, scanning and filing in engagement folder.
  - Processing nonprofit tax returns.
  - Preparing correspondence, engagement letters, proposals, PBC letters and reports.

### **REQUIRED SKILLS**

- Outstanding interpersonal and communications skills.
- A confident, friendly and professional demeanor.
- Strong external and internal client service orientation.
- Strong organizational skills and attention to detail and accuracy.
- Ability to be resourceful and proactively solve problems and issues.
- Ability to balance multiple priorities and stay calm under pressure.
- Ability to quickly adapt to changing business dynamics and complete assignments within time constraints and deadlines.
- Proficiency in Microsoft Office software programs.



## AUDIT ASSOCIATE JOB DESCRIPTION

### REQUIRED QUALITIES – The MW&A Way

- Be dedicated to providing personalized attention and service.
- Be a proactive and strategic solution provider.
- Be a relationship builder.
- Be a collaborative team player.
- Be trustworthy.
- Be kind.

### REQUIRED EDUCATION AND EXPERIENCE

- Associates or Bachelors degree in Administrative Office Systems or related field preferred.
- 3-5 years work experience in as an administrative professional. Public accounting firm experience is a plus.
- Proficiency in Microsoft Office software programs. QuickBooks, ProSystem fx Tax, Engagement and Document software (or equivalent software) knowledge is ideal.

### ABOUT MW&A

Mann Weitz & Associates is a CPA firm dedicated to meeting the accounting, audit, tax and business advisory needs of privately held companies, professional service firms and high net worth individuals and nonprofit organizations. In fact, we are widely considered one of the premier CPA firms in Chicago for associations, foundations and charitable groups.

At MW&A, we pride ourselves on becoming trusted business advisors to our clients. We do this by providing the expert advice and leading edge solutions you would expect from a larger firm, coupled with an unwavering commitment to providing the prompt and personalized attention only a boutique CPA firm can deliver. We understand that each of our clients is unique and tailor our approach and services accordingly.

### HOW TO APPLY

Interested candidates should email their resume to [info@mannweitz.com](mailto:info@mannweitz.com) with Audit Administrative Assistant Job Application in the subject line.