



## **CPA FIRM AUDIT ADMINISTRATIVE ASSISTANT**

Mann Weitz & Associates LLC (MWA) is a Deerfield, IL based accounting and advisory firm providing audit, tax, accounting and consulting services to individuals and businesses in a variety of industries. Our client base includes high net worth individuals, professional service firms, nonprofit organizations and for profit businesses. We know that our staff is our most valuable asset and we strive to ensure that each person achieves the work/life balance he or she aspires to.

We are currently seeking an audit administrative assistant to join our valued support team. This full-time position assists the audit department and will also be involved in a variety of general firm responsibilities. This is an in-person role in our Deerfield office, but some flexibility for remote work may be possible after a initial period of time.

### QUALIFICATIONS AND SKILLS

- Strong technology knowledge, including proficiency in Microsoft Word and Excel and Adobe Acrobat and ability to learn software for firm management and document storage
- Excellent organizational skills and follow through
- Ability to balance multiple priorities in a fast-paced environment
- Is a supportive team member
- Responds promptly to staff members and clients
- Treats others with respect and kindness
- Has a strong work ethic, along with a desire for a career in administration
- Enjoys problem solving to find efficient solutions
- Strong written and verbal communication skills
- Post-secondary education with a focus on administrative skills preferred
- Administrative experience at a CPA firm a plus

### RESPONSIBILITIES

- Provide primary administrative support to the audit Practice Leader and audit department staff
  - Work with audit staff to produce financial statements and related documents
  - Process confirmations and file in audit software
  - Assist in preparation of audit correspondence
- Assist Office Manager with delegated tasks such as billing and both firm and individual licensing
- Tax return assembly and scanning of tax material, as needed
- Provide administrative support for the recruiting process, social media/website and implementation of staff activities
- Various other administrative duties
- Treat other departments' staff as internal clients, providing timely assistance to allow their work to continue efficiently

**Interested applicants should email their resume to [info@mwa.cpa](mailto:info@mwa.cpa).**