



Job Title: Administrative Assistant/Client Concierge

Job Status: Full-Time or Part-Time

Work Schedule: M-F 8am-5pm or less

Amount of Travel: 0%

Position Summary

With continued growth, our small-sized accounting firm located in Edina, MN is hiring an administrative assistant also known as Client Concierge! We are a small office with a family feel, flexible schedule, and fun atmosphere looking to find someone who is excited about client services. A qualified candidate is extremely personable and loves helping and interacting with clients. Working in the office is required for this position.

Client-facing tasks:

- Helping clients use the portal
- Answering phone calls/responding to emails
- Greeting clients as they come into the office
- Assist in taking payments
- Provide additional copies of tax returns
- Check the status of tax refunds
- Screen potential new clients

Behind-the-scenes tasks:

- Scan documents
- Assemble tax returns
- Prepare packages for mailing
- Social media marketing
- Other functions as needed

Education

High School Diploma or higher

Experience Preferred

1+ years of experience in a similar role
CPA firm experience desired
Microsoft Office

Benefits

Health Insurance for full-time
Flexible schedule
Paid time off

Skills and Abilities

Strong attention to detail
Strong written and verbal communication skills
A desire to learn and bring ideas for new processes
Timely and organized
Willing to do a variety of tasks
Enjoy a small, growing office
Must be willing to work additional hours between January - April and as needed