



Bruce & Company, P.S.C.
CERTIFIED PUBLIC ACCOUNTANTS

ADMINISTRATIVE ASSISTANT

The Administrative Assistant will be responsible for assisting in the day-to-day operations of the Bruce & Company, PSC and assisting our management with projects, or any other tasks as needed. This is a full-time position, with a minimum of 40 hours per week that requires overtime during the months of January through April and as needed.

JOB RESPONSIBILITIES OVERVIEW

- Perform general office clerk / personal assistant duties and errands.
- Maintain office equipment and supply inventory, as needed.
- Organize and maintain office common areas.
- Schedule appointments.
- Manage expense reporting.
- Create, update, and maintain documents and data rooms (may include data transcription or entry).
- Aiding with client and vendor reception, as needed.
- Assist with special projects, as needed.
- Perform all other activities and duties, as needed and assigned by the company.
- Processing income tax returns and financial statements.
- Manage client billings.

ESSENTIAL EDUCATION / PRIOR WORK EXPERIENCE

- High School diploma or equivalent.
- Minimum of 2 years' experience as an office assistant, personal assistant or in a related field.
- Experience with Microsoft Office (Excel, Word, Outlook, etc.) is required.
- Experience with task related research and reporting will be given priority but is not required.
- Experience in accounting including but not limited to accounts payables or receivables will be given priority but is not required.
- Experience with social media management and/or marketing will be given priority but is not required.

ESSENTIAL SKILLS

- Positive, motivated, and detail oriented.
- Proficient computer skills, especially Microsoft Office applications such as Excel and Word.
- Strong organizational and time management skills.
- Good work ethic with the ability to work effectively both independently and on a team.
- Excellent communication and interpersonal skills.
- Problem solver, who is willing to do whatever it takes or that is needed.