



## **Administrative Assistant/Receptionist**

Hawthorne & Company, CPAs is celebrating over 55 years of quality service to our continuously growing client base. Our firm serves closely held businesses, not-for-profit organizations, individual clients, and estates and trusts throughout the Pacific Northwest region.

At Hawthorne & Company, CPAs, our philosophy is to provide our clients with quality, cost-effective accounting, tax, and management advisory services, with special attention to our clients' individual financial and psychological needs. While providing these services, we aim to establish an enjoyable, rewarding, and profitable workplace.

As a Hawthorne & Company, CPAs employee, you will be welcomed into a small-office atmosphere made up of a friendly, diverse, talented staff. Hawthorne & Company, CPAs offers an excellent work environment that revolves around team collaboration and encourages individual professional growth. We believe in giving our employees tools, resources, and opportunities to learn and grow. Joining our team gives you the opportunity to both mentor professionals newer to the industry and learn from professionals with decades of experience.

Individuals who thrive at Hawthorne & Company, CPAs exhibit the following success skills – Client Empathy, Collaboration, Communication, Critical Thinking, Results Oriented, and Time Management.

### **Summary of Responsibilities**

The Administrative Assistant/Receptionist performs clerical, tax processing, filing, and front office reception duties under the direct supervision of the Firm Administrator; works cooperatively with other members of the administrative and accounting teams with the aim of providing positive client experiences and satisfaction. Performs general office functions and related work as required.

### **Essential Functions include but are not limited to:**

#### **Front Office Reception:**

1. Answer and place telephone calls quickly, efficiently, and courteously using multi-line telephone system as well as receive and transmit messages accurately and promptly using email, phone, fax, and photocopier
2. Greets clients as soon as they arrive in the office in a professional and friendly manner
3. Schedule appointments, conferences and meetings with clients for office personnel
4. Update and maintain appointment calendar for office personnel
5. Compose emails/memos/correspondence for transmittal to clients
6. Handle, route and maintain organization of incoming and outgoing mail
7. Maintain reception area, including conference rooms
8. Handle incoming and outgoing Federal Express, UPS, and other special shipments

# Hawthorne & Co.

Certified Public Accountants



## **Clerical and Filing:**

1. Maintain routing sheets/client information copies
2. Type/bind financial statements, prepare for delivery to clients
3. Type/Copy payroll and business taxes, prepare for delivery to clients
4. Prepare engagement letters for signature
5. Type letters/memos for accountants, prepare for delivery to clients
6. Prepare year-end client mailings
7. Input new client information/prepare file folders, maintain client information database
8. Prepare and mail/email reminders to clients
9. Maintain organized filing and scanning of correspondence, billing, business/individual files
10. Maintain inventory of office supplies

## **Tax Processing:**

1. Print and mail/email tax organizers
2. Log in/log out completed tax information, prepare for delivery to staff/clients
3. Pull weekly appointment files
4. Copy/scan individual/business/fiduciary tax returns for delivery to clients

## **Job Qualifications**

1. Bachelor's degree preferred or minimum 2 year Administrative/Receptionist/Office experience in a professional environment
2. Knowledge of modern office methods and procedures, filing, telephone techniques and business English usage, spelling, grammar and punctuation; ability to read, write, speak and understand English proficiently
3. Ability to operate office equipment, including office technology, various software applications, Microsoft Office 365, multi-line telephone system, copier, fax machine, postage meter/scale, word processor, and 10-key calculator; ability to stand and sit for extended periods of time and to lift 20 pounds
4. Ability to perform administrative duties with speed and accuracy without immediate and constant supervision; ability to type 45 WPM
5. Strong verbal, organizational and interpersonal skills.
6. Executes assignments of a confidential nature; requires ability to keep matters confidential
7. Ability to work in a fast-paced environment
8. Regular and consistent attendance
9. Performance is measured based on the quality of work, application of knowledge, ability to meet time constraints, and results achieved

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## Benefits

- Three weeks of paid annual leave
- Eight paid holidays per calendar year
- SIMPLE IRA Retirement plan provided for all employees
- Group Medical, Dental, Vision, Prescription, and Life Insurance
- Annual incentive bonus plan
- Approved continuing education and training costs
- Free on-site parking
- An excellent work environment where employees' personal and professional growth is supported and encouraged

Interested candidates can [apply on our website](#). Applications submitted without a resume or cover letter will not be considered.