

Administrative Assistant

ABOUT AGH:

As one of the top 200 CPA and advisory firms in the U.S., AGH has been serving closely held and privately-owned entrepreneurial firms and public sector organizations for more than 90 years. AGH is based in the central U.S., but the firm's reach and specialized expertise available to clients spans the globe. AGH's more than 130 professionals serve as trusted advisors and provide clients with a broad portfolio of tax, assurance and advisory services.

POSITION SUMMARY:

We are currently seeking a full-time Administrative Assistant to join our CPA and advisory firm. The ideal candidate will play a pivotal role in maintaining the efficiency of our office operations and assisting our team in serving clients effectively. This role is integral to the firm's operations and requires a proactive, organized individual with a strong background in administrative tasks, excellent communication skills, and the ability to manage various responsibilities in a fast-paced professional environment.

ESSENTIAL RESPONSIBILITIES:

- **Document Production:** Format and finalize documents including proposals, financial statements, reports, routine letters, and general correspondence, ensuring they meet the firm's professional standards.
- **Document Review:** Regularly review and proofread documents for accuracy, completeness, and compliance with established guidelines.
- **Document Management:** Ensure all documents are stored appropriately, maintaining appropriate tracking to ensure easy access and retrieval.
- **Membership and License Tracking:** Oversee and maintain records related to professional memberships, educational requirements, and licensures, ensuring they are current and compliant.
- **Administrative Tasks:** Perform a variety of administrative duties, including data gathering and entry, file management, preparation of meeting materials, and limited receptionist duties.
- **Event, Meetings and Travel Coordination:** Coordinate and assist in the planning and execution of internal and external events, meetings and catering, and travel arrangements for staff, ensuring all aspects are efficiently organized and executed.

QUALIFICATIONS:

- High School diploma or equivalent (GED)
- Minimum of 5+ years of administrative experience, preferably in a professional services firm.
- Mastery of technical tools, including Microsoft Office Suite, particularly Word and Excel.
- Demonstrated ability to work effectively in a team-oriented environment.
- Strong adaptability skills with the ability to navigate unexpected changes or challenges.
- Proven ability to prioritize tasks effectively and manage time efficiently.
- Strong problem-solving skills with a proactive approach to identifying and resolving issues.
- High attention to detail in all aspects of work.

WORKING CONDITIONS

The Administrative Assistant will work primarily in an office environment. The position entails the use of standard office equipment and may require prolonged periods of sitting and routine use of computer systems.

In addition to office-based tasks, the Administrative Assistant will be expected to assist with both internal and external meetings and events. This could involve setting up meeting rooms, coordinating external venues, or assisting with event logistics. Attending these events or meetings might require local travel, adapting to diverse settings, and occasional work outside of standard business hours. The individual should be prepared for a mix of independent desk work, collaboration with colleagues in a team environment, and direct interactions at varied locations for events or meetings. Proper attire suitable for both office settings and professional external events is required. Flexibility, adaptability, and a willingness to step outside the typical office environment are essential for success in this role.

WHY WORK FOR US:

At AGH, you will find an environment where good work is rewarded, and growth is valued. AGH offers competitive wages to qualified individuals and the opportunity to grow professionally and personally through diverse work experience and formal training. Our top five people initiatives are:

- A challenging variety of work in a continuous learning environment
- Career/life integration
- Flexible work environment with great opportunity for advancement
- Ability to make a difference with clients and influence the AGH culture
- Individualized career pathing