



Jeanne Licht

ADMINISTRATIVE ASSISTANT

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WEBSITE

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Biography

PROFILE

Jeanne Licht, administrative assistant, joined Cole, Newton & Duran CPAs in 2011. She is a key member of the firm's administrative team. Prior to joining the firm, Jeanne was responsible for the administrative function at Sutherland & Yoe.

SPECIFIC EXPERIENCE

- Experience processing and managing trust bank accounts for the firm's clients
- Manages the firm's accounts payable and corporate purchasing duties
- Leads the compilation and packaging of thousands of tax returns annually
- Responsible for incoming and outgoing correspondence and general office administrative obligations

EDUCATION

Ferris State University (Big Rapids, MI)
Associates degree in Office Administration