



NEITZEL, LUKE &
SALOPEK, INC.

Administrative Assistant (Experienced)

Job Summary

Our organization is seeking an experienced Administrative Assistant to support the Firm in all aspects of quality client service. This position reports directly to the Bookkeeping Manager.

Responsibilities & Duties

- Process tax returns and attestation engagement reports, including assembling for client-ready presentation and coordinating pick-up or delivery to the client
- Oversee the workflow of administrative processes, including the delegation of assignments while ensuring an efficient use of firm resources
- Train new members of the administrative staff
- Interact with individuals entering the office for meetings of other purposes
- Answer incoming telephone calls and route to the appropriate person, or take detailed messages for follow-up
- Provide exceptional customer service and resolve client concerns timely
- Establish and maintain a positive partner relationship with clients
- Maintain client files and documentation
- Other administrative and clerical tasks as requested

Education & Experience

- 5+ years working in a similar capacity at a professional services organization strongly preferred
- High School Diploma or equivalent required
- Proficiency in Microsoft Office required

Skills

- Detail oriented with the ability to work under time constraints to ensure clients' needs are met
- Competency in customer service
- Ability to communicate clearly and effectively with both internal and external customers while exemplifying exceptional written and oral communication skills
- Work effectively as part of a team with a strong sense of urgency and reliability

Full-time, Benefits, On-Site

Please email resume to mike@nlacpas.com

Neitzel, Luke & Salopek, Inc. provides equal employment opportunities to all individuals.

NEITZEL, LUKE & SALOPEK, INC.

25000 Center Ridge Rd Ste 8, Westlake, OH 44145
440.835.1040 | www.nlacpas.com



NEITZEL, LUKE &
SALOPEK, INC.

Administrative Assistant (Entry Level)

Job Summary

Our organization is seeking an Administrative Assistant to support the Firm in all aspects of quality client service. This position reports directly to the Bookkeeping Manager.

Responsibilities & Duties

- Answer incoming telephone calls and route to the appropriate person, or take detailed messages for follow-up
- Process tax returns and attestation engagement reports, including assembling for client-ready presentation and coordinating pick-up or delivery to the client
- Interact with individuals entering the office for meetings of other purposes
- Provide exceptional customer service and resolve client concerns timely
- Establish and maintain a positive partner relationship with clients
- Maintain client files and documentation
- Other administrative and clerical tasks as requested

Education & Experience

- High School Diploma or equivalent required
- Proficiency in Microsoft Office strongly preferred

Skills

- Detail oriented with the ability to work under time constraints to ensure clients' needs are met
- Competency in customer service
- Ability to communicate clearly and effectively with both internal and external customers while exemplifying exceptional written and oral communication skills
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