

## **File Clerk/Administrative Assistant**

Gerety & Associates CPAs – Las Vegas, NV

Public accounting firm is seeking a self-starting, dynamic individual for a full-time/part-time File Clerk/ Administrative Assistant position.

Job Duties include, but are not limited to, the following:

- Scan and file client documents into digital filing system
- Assist Administrative staff with scanning client workpapers
- Scan and file Broker Statements
  - Sort and open all paper broker/bank statements
  - Log statements onto Excel file
  - Download and unsecure all electronic statements
  - Scan / name / file each statement in appropriate client file
- Cover the Reception Desk for daily breaks and lunch hour
- Occasional Post Office runs for certified mail and other mail items
- Assist the Administrative Team with the ordering, setup and tear down of company hosted events (as needed)
- Preprinting labels and envelopes as needed
- Assist with Administrative projects as needed

Qualified candidates will possess the following:

- High School Degree or higher education
- 1 - 3 years relevant experience
- Previous experience in accounting field a plus, but not required
- Intermediate Microsoft Office essential
- Be willing to learn new computer programs for paperless office
- Effective organization and time management skills
- Seeks ways to improve efficiency
- Strong written and verbal communication skills
- Experience utilizing office technical tools, including office scanners, printers and copiers
- Demonstrates a working knowledge of the technical tools required within assigned responsibilities
- Ability to manage multiple tasks and shift priorities as necessary to meet deadlines
- Flexible demeanor, pro-active thinker, positive attitude, maintains confidentiality
- Ability to take direction, follow procedures, and ask appropriate questions
- Can complete tasks independently as well as work collaboratively with the team
- Ability to handle stress while operating with a sense of urgency and using good judgment

Monday through Friday 8am – 5pm, with some overtime during “tax season” or as required.

### **Firm Benefits:**

Competitive compensation and benefits including health, vision, dental, life, short-term & long-term disability insurance, flexible spending account, & employer 401(k) match.

Gerety & Associates CPAs is an equal opportunity employer.

Please submit resume to [hr@geretycpa.com](mailto:hr@geretycpa.com).