



## **Administrative Assistant, Blooming Prairie office**

Duties will include:

- Maintain client confidentiality
- Answer multi-line VOIP phones
- Schedule appointments via Outlook calendar
- Maintain tax preparer calendars via Outlook
  - o During tax season, multiple appointments are happening at once. Be able to direct clients to the appropriate person.
- Greet and assist clients
  - o Provide a courteous response to clients via phone, email or in person.
- Provide general support to clients
  - o Help clients during tax season to fill out the appropriate forms and to drop off the necessary paperwork.
- Handle requests for information
  - o Be able to direct calls to the appropriate person
  - o Provide the correct information to clients
- Maintain filing system
  - o Ensure that files are returned to their proper location.
- Assist in various project needs such as MN Secretary of State filings, property tax returns filings, Excel projects, etc.
- Prepare mailings
  - o At different times of the year, we may have bulk mailing projects that need to be handled.

Experience in Microsoft Outlook, Word and Excel.

Experience in QuickBooks and Lacerte a plus.

If interested, please submit your resume to our Blooming Prairie office or upload to our website at [johndoercpa.com](http://johndoercpa.com).